

WKU Staff Council Meeting Minutes

August, 2010

Cassandra Bailey*	Tammi Beach*	Diane Carver*	April Gaskey	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 welcomed everyone, and introduced Blair Silliman of Housing & Residence Life. Blair attended meeting to discuss WKU M.A.S.T.E.R. Plan, so that interested Staff Council Members could both learn about volunteer opportunities for themselves and any member of the WKU Staff.

This year's event will take place from 8/22 to 8/26. Roughly 70% of new students will take part in the plan, which helps them acclimate to WKU before classes officially begin. Blair suggests that staff members can present a session on their department, be a part of the Big Red Blitz, assist with move-in and/or donate canned goods to restock the Salvation Army pantry. She planned to follow our discussion with staff and faculty-all emails. Their goal is to get as many people as possible involved in welcoming new students to campus. She also reminded everyone of the faculty/staff/student cook-out, which will be held on 8/25 on the DUC lawn. If you'd like to be involved, please contact Blair

blair.silliman@wku.edu

President Ransdell sent a memo to all present Benefits Committee Members thanking them for their service and notifying them of the decision to update the committee's guidelines beginning January, 2011. The revised Benefits Committee will then consist of the Chair and Co-chair (HR Director and CFO), four permanent appointees (Mgr Emp Benefits, Internal Auditor, Mgr Emp Wellness, Chief of Staff), four discipline specific appointees (three faculty members and Mgr Health Services) and three appointees each from the University Senate and the Staff Council. (Discipline specific, Senate and Staff Council members will serve four-year terms.) To that end, motions were made to nominate April Gaskey (Hall, Scruggs) and Casey Scruggs (McNulty, Skinner) from the Council and Elizabeth Paris. These nominees will need to get supervisor's permission before they are recommended to the President.

Diane will send an appreciation notification to current members. A motion was made (Kennedy, Hall) to maintain at least two current Staff Council members on the Benefits committee at all times.

Progress continues on the Fall Break Brunch. Diane will forward the donation letters to everyone. The flyer will go out to staff members two weeks before the date. At the next meeting, Diane will have a signup sheet for workers. Chester will check with Jeff Younglove on the stage setup. Scott Thompson will again be our DJ. Diane has contacted Aramark to find out how much the brunch will cost per person. And the Council wants to thank Deborah Wilkins for her support of the brunch. Diane also reminded everyone to get donations, as employee look forward to winning something at the brunch.

The Council has received notice that there will be a vacancy in the Professional/Non-Faculty category. Since we are required to hold another election to fill this position, we agreed to re-advertise and take nominations for a part time position as well. Paula Mattison suggested that we talk to people on campus about these two openings, so we can get a good nomination pool. Diane will prepare an email for both groups of people to solicit nominations. The election process will probably take about two months.

There have been questions on the WKU policy for accepting gifts from vendors. After general discussion, Janet Hall was assigned to send the official policy to members to reference next meeting.

There have also been questions about updating the compensation amounts for education and special training. This policy has been in place for over ten years. James Kennedy explained that the policy was recently looked at, and benchmark institutions were polled on what they offer. We discovered at that time that WKU was a leader in compensation of this kind. A committee (McNulty, Kennedy, Hall and Mattison) was formed to look at the policy again.

James Kennedy reported that the President that Dr. Ransdell was pleased with being able to state that staff would be receiving a 2 percent increase for the upcoming academic year.

The President has directed the Staff Council to send out a letter concerning Spirit Fridays at WKU. In anticipation of this letter, Chester will contact Ross Bjork , and forward information to Diane.

The meeting adjourned at 11:15am.