

STAFF COUNCIL MINUTES

MAY 5, 2010

The WKU Staff Council met on May 5, 2010 at the 4th Floor Conference Room in Potter Hall. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Colby Westerfield. Member not present was James Kennedy. Guest present: Charlie Jones.

Charlie Jones, Facilities Management Director, attended the meeting. He has been director for one month. He believes Facilities Management Department is a service group to the university. One of his current problems concerns flooding in Raymond Cravens Library and Cherry Hall. He understands this will impact the staff in these areas and is determining how best to resolve this issue. He asked if we had any questions or concerns. He was asked about the BSA schedules. He stated that he believes that existing BSA are given the opportunity to volunteer to the different schedules and that new hires are hired for that time period. He was also asked about W.K.U. Smoking Policy. The Staff Council had in previous years set up the policy which President Ransdell agreed upon to set up designated smoking area at each non-residential building. We have received anonymous complaints that people were not always following the policy. Mr. Jones stated he would make this a topic at the next Building Coordinator meeting. He was asked how he would best respond to complaints from staff. He stated that he would prefer people to go through the proper channels, but if that did not resolve the issue the person could come to him.

The Staff Council on-line election will be held May 11, 2010. The following people have been nominated in the appropriate categories:

Professional/Non-faculty – 1 position available:

April Gaskey, Gatton Academy

Secretarial/Support – 2 positions available:

Mandy Skinner, Allied Health

Retha Spinks, Admissions

Technical Skilled - 2 positions available:

Cassandra Bailey, Facilities Management

Casey Scruggs, Technical Support Services

Ben Spitler, Facilities Management

No part-time nominations were received.

It was suggested that we nominate a Staff Council member to be a liaison with the part-time staff.

Chester McNulty, Co-Chairman, stated that the part-time benefits issue was not discussed at the last Benefits Committee meeting. He will ask to place it on the agenda for the May meeting.

April Gaskey reported on the proposed Staff Book Scholarship. She stated that she talked with Alex Downing, President of College Heights Foundation, concerning the scholarship. He specified that it could be endowed or non-endowed. If it was endowed it would need to have at least \$10,000 for

the principal, but we could give scholarships from the fund before the \$10,000 was met. He told her he would be happy to come to a meeting to discuss how the scholarship could work. We decided to pursue this matter and have him come to a future meeting. We will look into fund raisers to raise the money.

The first ever Staff Council Meet and Greet was discussed. It was on April 21, 2010 at the Faculty House. Members were there to greet and meet staff and refreshments were offered. A video displayed numerous photographs on the digital TV. Several people attended. It will need to be decided later to continue this in the future or try another approach.

April Gaskey has been working on the Staff Council Face book page.

The Staff Council June Retreat will be June 9, 2010 at the Preston Center conference room. Visitors who will be invited are Gary Ransdell, President; Misty Claude, Wellness Manager; Tony Glisson, Human Resource Director and Deborah Wilkins, Chief of Staff/General Counsel. It was requested that members email Diane Carver, secretary, any questions that President Ransdell could answer during the Retreat. We would send the questions to him in advance. The location of the lunch would be decided at a later date. The election of Staff Council Officers will be held during the Retreat. Remaining and new members will be allowed to vote. Committees will be discussed but members will not be assigned until the July meeting. We will discuss goals and achievements. By-laws will be reviewed in July or August.

April Gaskey asked about the Reverse Appraisal process. It was recommended that the results be sent to the Human Resources Department as well as the Supervisor's Supervisor. We will discuss this with Tony Glisson at the June Retreat.

Janet Hall, reported on the University Calendar Committee meeting. She said that the dates for Spring Break cannot be changed due to the Girl's State Basketball Tournament being held at that time. She also said no additional vacation days could occur due to the legal number of days needed for instruction. The calendar is created three years in advance.

The minutes of the April meeting were passed around for the members to review. Janet Hall wrote the minutes of the last meeting and Cheryl Lewis-Smith revised them. Cheryl will send Diane Carver the minutes to update and send to staff-all@wku.edu this week.

Our next meeting will be June 9, 2010 at the Preston Center.

Respectively Submitted

Diane Carver, Secretary