

## Staff Council Meeting Minutes April 7, 2010

Staff Council Member s Attending: Cassandra Bailey, Janet Hall, Darrell Saalwaechter, Wanda Johnson, Chester McNulty, April Gaskey, Tammi Beach, Colby Westerfield, Cheryl Lewis-Smith, James Kennedy.

Members not attending: Retha Spinks, Tammy Spinks, Diane Carver, Jennifer Ragan and Paula Mattison.

James Kennedy and Cheryl Lewis-Smith gave an overview of the Provost Selection results and shared information regarding our participation in the process. The Staff Council had the opportunity to meet each candidate during the interview process. Dr. Gordon Emslie, Associate Dean, Oklahoma State University was the prevailing candidate for the position.

Discussion was raised regarding BSA scheduling concerns. It is recommended that Staff Council forward a letter of concern to an appropriate individual on campus to review this matter more closely. Charles Jones, Facilities Management Director , will visit Staff Council during the May 5<sup>th</sup> meeting.

A concern was presented to staff council regarding the reverse appraisal process. It was recommended that all reverse appraisals go to Human Resources instead of only going to the managers/supervisors accordingly. This may provide greater opportunity for individual participation. Further discussion prompted questions regarding the current performance management process and when and if Human Resources would ever consider using another tool that may have better defined performance indicator criteria. Review of this topic will be shared accordingly with university administration.

April Gaskey reported for an endowed account that we would need at least \$10,000 in accrue funds to initiate a book scholarship that would provide a yearly stipend to a staff member who is taking classes at WKU. To raise this sum, we would need a sustained effort. There is a possibility of paying a scholarship before we raise the entire sum. Question was raised whether or not we needed to go through the foundation or if a personal scholarship was acceptable. Cheryl Lewis-Smith suggested we look into a partnership with another WKU group. A suggestion was made to explore other book funded scholarships on campus. Cheryl also offered to talk to Academic Affairs about partnering with us.

A recommendation to increase the number of tuition reimbursement hours to 21 versus the existing 18 currently allotted for eligible employees per year, has been submitted to the president's office for review and formal approval. The recommendation was fully supported by the benefits committee.

The Staff Council Meet and Greet is scheduled for April 21<sup>st</sup> from 10:00am- 11:30am at the Faculty House. It will be a drop in event where people can come to meet the present council and find out about the staff council nomination process. Campus wide emails will be sent announcing the event.

Information regarding the upcoming staff council membership nominations request will go out soon. Retha Spinks, Tammy Spinks, April Gaskey and Cassandra Bailey are all eligible to run for another term. A total of six positions are available. Nomination forms will be updated and placed on the website and can be picked up in Human Resources. The election will be held on May 11<sup>th</sup> via topnet.

Cheryl Lewis-Smith presented information regarding social media projects that other campus committees were pursuing. The Staff Council agreed to set up a Facebook page to help facilitate better communication across campus. Janet Hall and April Gaskey will start the process and work with Colby Westerfield to launch the page. Posts will be submitted to Cheryl Lewis-Smith and Diane Carver prior to posting.

Discussion was raised regarding part-time benefits. Chester McNulty has made an inquiry to Human Resources to gather statistical information as to the number of people impacted. Chester made a motion to request further review of this situation by the benefits committee. The motion was seconded by Cassandra Bailey. The motion carried. Discussion was also raised regarding the benefits committee's decision to provide Qualified Domestic Partner Benefits. Questions were cited regarding the overall impact to premiums and the means for establishing qualifying coverage criteria. We will defer these items to our benefits committee representatives for further review as needed and as applicable. They will keep us apprised on the matter.

We received suggestion box notices inquiring about vacation for staff during Spring Break. We agreed that in light of the additional Thanksgiving holiday and WKU's generous vacation policy, we should table these requests.

**Notes:**

President Ransdell will try to attend our June retreat meeting.

Charlie Jones, DFM Director, will attend the May meeting.

The Staff Leadership group graduates on May 19<sup>th</sup> at 3:00pm.

Cheryl Lewis-Smith attended the Owensboro Regional Campus Dedication Ceremony.

Tammi Beach announced Earth day will be held on April 22<sup>nd</sup>.

Parking and Transportation will start using bus locators so riders can track locations via smart phones.

Janet Hall volunteered to attend the University Calendar Planning Committee meeting this week, in committee member Diane Carver's absence.

The Council received a receipt from the American Heart Association for our council donation in memory of Edward Bryson, Retha Spink's father.

The 14<sup>th</sup> Street Hotel and parking garage projects are on hold at this time.

**Respectfully Submitted,**

**Cheryl Lewis-Smith, Staff Council Chair**

**Janet Hall, Minutes Recorder in absence of Diane Carver, Staff Council Secretary**