

## STAFF COUNCIL MINUTES

### SEPTEMBER 2, 2009

The WKU Staff Council met on September 2, 2009 in the HAF Club Room in Diddle Arena. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, Paula Mattison, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks, and Colby Westerfield. Members not present were James Kennedy, and Chester McNulty; Guests present were B. J. Burton and Deborah Wilkins.

B. J. Burton attended the meeting and discussed W.K.U. logo licensing. Licensing is an attempt to control W.K.U. branding and provide a legal way for companies to sell W.K.U. products. He stated there are around 9 companies in Bowling Green who are licensed or in the process to be licensed. There are currently 220 licensed companies in total. WKU's goal is to have 250 licensed companies. The list of licensed companies is on the Staff Council Web page at <http://www.wku.edu/staffcouncil/>. Click on Resource Information. This list constantly changes, so it will be periodically updated.

President Gary Ransdell stated at Convocation, that through the efforts of the Staff Council the Wednesday before Thanksgiving will be considered an on-going holiday.

Cheryl Lewis-Smith sent out a letter to part-time staff concerning interest in being a Staff Council member in the part-time category. She received 6 responses. Nominations will be open in September with a two week time frame before the on-line election is held. We hope to have a part-time member in place by the November meeting.

Cheryl stated that the Fall Break Brunch expenses exceeded the budget of \$3,668.00 last year by about \$1,000.00. Ann Mead, Vice President of Finance and Administration, stated she would pick up the difference, but she would not be able to do so this year. If the brunch is provided in the same way as last year it will be .25 more a person. Cheryl said she would talk with Ararmark concerning the cost of the meal and alternative ways of providing the meal. She said she would also send a letter to the President, inquiring of ways to increase the annual budget. Deborah Wilkins, General Counsel, is donating money for decorations.

Colby Westerfield and April Gaskey have worked on a Suggestion Web Form. The first page will allow an employee to email suggestions to various Staff Council members or they can click on the Anonymous Dropbox to send an email to Staff Council anonymously. The Staff Council approved the form and it will be on our website under <http://www.wku.edu/staffcouncil/> click on Contact Us, click on Anonymous Dropbox. A Suggestion Box will be placed on the table in front of the Fresh Food Company during the Fall Break Brunch.

The Staff Satisfaction Survey results for 2009 have been completed by Dr. Betsy Shoenfelt. She has emailed a copy to Chair, Cheryl Lewis-Smith, and Secretary, Diane Carver. She will present these results to the Staff Council in a media room, so it can be video recorded. The document and video will then be placed on the Staff Council web page. Diane Carver will contact Dr. Shoenfelt for a date and time.

The Fall Brunch was discussed and it was decided that due to our budget situation that we need to consider an internal WKU Employee to act as an announcer. Tammi Beach, Chairperson for the Decorating Committee, has already purchased several items. The theme is WKU's Homecoming Theme, "Roll Out the Red". We are not able to do karaoke as suggested last month, but will have the dance contest as usual. Staff Council Members should be at the brunch for set up at 7:30 a.m. Diane Carver will contact Jeff Younglove concerning staging. Diane Carver, Chairperson for the Door Prize Committee, asked that everyone get door prizes, since there were none left over from last year. Tony Glisson is working on the Staff Excellence Award

committee. The Alumni, Homecoming Committee will be selling shirts again this year at the brunch. We need to purchase tickets to pass out when people come to the brunch for door prizes and for an accurate count of meals. Each staff member will need to have their W.K.U. ID to enter. Diane Carver will create the brochure to email and mail out two weeks prior to the event. The Safety Fair will run in conjunction with the Fall Brunch in the lobby of D.U.C.

The Staff Council By-Laws were reviewed. The only needed changes were related to adding Co-Chair language throughout the document.

Cheryl found out that a Staff Council member is no longer needed to serve on the Western Spirit Award Committee. The committee is now comprised of past winners.

April Gaskey, Mentoring Committee Chairperson, said she has updated the letter with the help of Diane Carver to send out to new staff employees regarding the mentoring program

The Staff Leadership Committee met with Sharon Woodward to review the participant application and selection criteria. A few changes were made and Jennifer Ragan, Committee Chair, will type the application in Adobe, so it can be downloaded. We hope to have it ready by the week of September 7<sup>th</sup> with a two week deadline. The first session will meet at the end of September. It was decided to place selected participant names in our minutes..

Cheryl thanked Colby Westerfield, Web Master, for the excellent work done on the Staff Council web page.

Wanda Johnson, Staff Council member on the University Parking Committee, reported that she attended her first meeting.

Staff Council Minute archiving was discussed. Both Secretary, Diane Carver and Chair, Cheryl Lewis-Smith, have access to minute archives as needed.

Diane Carver referenced the Cell Phone Committee that was created during the last Staff Council Administration and the recommendations from that committee a year ago. She indicated that no progress was ever made and she asked for approval to re-address the issue. The Staff Council agreed that we should keep looking into this issue.

Deborah Wilkins attended the meeting and we talked about our agenda items. She stated that the Benefits Committee met and voted to address the need to have further discussion or action on exploring the Adult Qualifying Partner Benefit. A secret ballot was taken and it was voted to not continue discussion on this topic at this time. We stated that we would still add this item to the 2010 Staff Satisfaction Survey to assist with gathering future suggestions and thoughts from staff members regarding this matter.

Deborah reviewed her discussion with Freida Eggleton, Registrar and Chair of the Academic Calendar Committee. Freida has agreed to allow a Staff Council member to serve on the committee for future planning. The next meeting will be Spring 2010 for the 2011-2012 academic year.

Deborah stated that Tony Glisson, Director of Human Resources is neutral on our last month discussion concerning increasing post secondary education reimbursement policy hours from 18 to 21. He did not know if the budget would allow for it. She said it would be advantageous to contact Kim Reed, WKU Budget Manager to discuss further.

Respectively Submitted

Diane Carver, Secretary