

STAFF COUNCIL MINUTES

JUNE 10, 2009

The WKU Staff Council met on June 10, 2009 at the Bowling Green Chamber of Commerce Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merklng, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Tammy Spinks, and Shannon Ward. The new members present were Janet Hall, Wanda Johnson, Paula Mattison and Chester McNulty. Those not present were Retha Spinks, and Mike Young. The guests present were Bob Ware and Tony Glisson.

Bob Ware from Facilities Management attended the meeting. He said that approval has been given to give the BSAs under Facilities Management, a raise of 50 cents an hour. He said that two positions had been approved earlier in the year, but due to the budget were never filled. The vacancy rate last year was 25% and is now 7%. He would like to get that down to 0%. Temporary employees are no longer hired. Employees in Facilities can take advantage of the career development path. WKU, The Housing Authority of Bowling Green and Sherwin-Williams have gotten together to offer a class to become a certified painter. He stated that positions have been reclassified due to the budget as well as changing environments. He is working on a physical plant of the future. He invited the Staff Council to come to the Physical Plant and tour. Angela Robertson stated that Bob Ware has kept her up to date with any issues in Facilities and hopes that the Staff Council continues this relationship in the future.

Diane Carver, the Staff Satisfaction Survey chairperson, reported that the Staff Satisfaction Survey data has been sent to Dr. Betsy Shoenfelt for evaluation.

Four proposals to modify the By-Laws were presented at the May 2009 meeting. The First proposal concerns amending Article III – Meetings, Section VII – Retreat Meetings. Shannon Ward made the motion to accept this proposal. James Kennedy seconded the motion and the motion passed.

The Second proposal concerns Code of Conduct of Staff Council members; this will amend Article 1 – Representatives, Section 1 – Responsibility. James Kennedy made the motion to accept this proposal. Shannon Ward seconded the motion and the motion passed.

The Third proposal concerns amending Article 1 – Representatives, Section III - Election Process (A)-(E). Cheryl Lewis-Smith made the motion to accept this proposal. Cassandra Bailey seconded the motion and the motion passed. Fourth proposal concerns adding to Article 1 – Representatives, Section III – Election Process an (F). James Kennedy made the motion to accept this proposal. Tammi Beach seconded the motion and the motion passed. These proposals will be added to the Staff Council Constitution and By-Laws on the web page: <http://www.wku.edu/staffcouncil/constitution.pdf> in the very near future.

Angela Robertson went over some information concerning the Staff Council for the new members. We meet once a month on the first Wednesday of each month, unless otherwise changed. We meet from 9:00 to 12:00. Each meeting is hosted by a member, which means they provide the location, drinks and paper products. Agenda items will need to be sent to the secretary before each meeting. The minutes are recorded, sent to each member for review and then emailed to staff-all@wku.edu.

The Calendar for the 2009-2010 Staff Council Meetings is as follows:

DATE	HOST	LOCATION
July 8, 2009	James Kennedy	MMTH
August 5, 2009	Janet Hall	E.H.S. Park Street House
September 2, 2009	Chester McNulty	Diddle Arena
September 30, 2009	Wanda Johnson	T.C.C.W.
November 4, 2009	Tammi Beach	MMTH
December 2, 2009	April Gaskey	Gatton Academy
January 13, 2010	Tammy Spinks	Tate Page Hall
February 3, 2010	Paula Mattison	W.A.B.
March 3, 2010	Cassandra Bailey	Jones Jagers
April 7, 2010	Diane Carver	MMTH
May 5, 2010	Retha Spinks	Potter Hall
June 2, 2010	Retreat	

At the last meeting Deborah Wilkins asked us that the President wanted our input concerning the Faculty Senate proposal for Support for Domestic Partner Benefits at Western Kentucky University. The minutes of the last meeting asked the staff to contact Angela Robertson with their opinions. Angela reported that she received around 35 responses, some for the issue and some against the issue. A motion was made by James Kennedy that the Staff Council at this point is not in favor of this proposal due to the ultimate cost to the university and increased workload in the Human Resources Office. Cheryl Lewis-Smith seconded the motion, with a comment that WKU create a resource list external from the university that would address this issue. All approved.

The Staff Council Accomplishments for 2008-2009 were as follows:

- Fall Break Brunch
- By-Law Changes
- Revised Staff Regent Election Guidelines
- Kentucky Education Staff Leadership Alliance
- Staff Discount Page
- Staff Satisfaction Survey
- BSA salaries adjustment support
- General Counsel, Deborah Wilkins, attended most meetings
- Collaboration with Bob Ware for Facilities
- Staff Leadership
- Created a Co-Chair position

Diane Carver, stated that she has received a complaint concerning limited food service on campus between school breaks, with vending machines not being restocked as well. Many offices arrange to have training and meetings during that time and it is inconvenient to go off campus for lunch. It was suggested that we invite Gary Meszaros concerning food services and Marshall Gray concerning vending machines to one of our meetings.

Tamela Smith, Staff Regent, gave her end of term report. She stated that Western Kentucky University is a great place to work. She said the Staff Regent helps form policies and address major issues concerning campus. She helped form the Kentucky Higher Education Leadership Alliance which includes Staff Regents, Staff Council Chairs and Trustees from all Colleges and Universities across the state. They are working on putting a staff member on the C.P.E. Board. She stated that since the budget had been decreased in the past year, that several initiatives she had worked on had to be put to the side concerning staff positions. She thanked the Staff Council for their support. Chester McNulty stated that she was instrumental in the facilities vacancy rate being 7% from 25% a year ago.

The Staff Regent Forum will be Monday, June 15, 2009 at MMTH Auditorium at 10:00 a.m. Angela asked for volunteers to help during this forum. Diane Carver, Janet Hall and April Gaskey said they would help. Tamela Smith said she would try to get audio to the extended campus sites, but was not sure about video. It will be videotaped. Angela Robertson stated that she will ask Bob Ware to allow facilities to attend if possible. The following people are running: James Kennedy, Bobbie Price, Gail Ruble and Jim Sears. The Staff Regent vote will be June 17, 2009. The winner has to have 50% of the vote, so there is a possibility of a run-off election.

Tony Glisson, Human Resources Director, attended the meeting. He talked about the Medical Leave Bank. Some changes had been proposed, but nothing has been approved. He also stated that employees can also purchase short term disability insurance. Currently employees at Western Kentucky University can deposit sick time in to the bank, which then someone in need can apply for that time, if they meet the criteria. Tony suggested an alternative to the Medical Leave Bank, which would not require employees to bank sick time, but still allow employees additional sick days if they meet the criteria. Diane Carver made the motion in favor of extended leave for deserving employees, without the need of the Medical Leave Bank. Jennifer Ragan seconded the motion and the motion passed.

Tony Glisson also discussed flexible hours. This policy has been in place for a number of years. It has now been updated to allow both exempt and non-exempt employees to be allowed to use the Compressed Workweek. To review the complete policy go to <http://www.wku.edu/Dept/Support/HR/AAAweb/Policy%20Alternative%20Work%20Arrangements.htm> Tony also said that during the summer 35 hours is considered full-time and all other times 37.5 hours is considered full-time.

Tony Glisson stated that the One Time Payment Calculated on Base amount will be no less than \$500 and no greater than \$1000. This is calculated from their annual salary on June 30th at 1.5% with applicable withholdings being applied for staff meeting the specified requirements that in order to qualify for the one-time payment you would have to be at full-time status and would have begun full-time employment before Dec 1. The amount will be added to the last pay period in July. President Ransdell sent out an email concerning the Budget for Fiscal Year 2009-10, which stated "It will also be my recommendation to make that amount a permanent increase to each individual's base salary." The Board will meet on June 19 to consider the budget and his recommendation.

Tony Glisson said that the Human Resources Department has sent out an RFP for an Applicant Tracking System which will have more functionality than the current system. He hopes to overhaul the entire process. There is also another RFP going out for Health Third Party Administration, which Anthem would have to reapply the same as all others. He hopes that it will be decided on by August before Open Enrollment.

The Staff Council encourages staff to go to sessions that Human Resource Department offers, such as retirement seminars from KERS, KTRS, and others. Also staff should take advantage of the Employee Assistance Program and Guidance Resource Benefits found at <http://www.wku.edu/hr/AAWeb/Training%20Blurbs/Employee%20Assistance%20Program.htm> These outside resources provide confidential communication line to professional counselors who can assist or provide referral guidance with personal, family and work-life situations.

At the last meeting it was decided that Angela Robertson and James Kennedy write up a proposal to the president concerning staff incentives, which President Ransdell had requested from employees. The proposal listed the following items:

- The University closes during Spring Break
- The University closes for three weeks during Christmas break.
- The University closes the Wednesday before Thanksgiving
- The University closes during the week of July 4th holiday.

The President responded that he has received the proposal and will review the recommendations.

James Kennedy was asked by DISH Network thru All American Direct to be allowed to be displayed on our WKU Employees Discount web form. They stated they have local contacts in the community. The Staff Council decided to allow a brief paragraph on the web form with a link to their site with additional information.

The Elections of Staff Council Officers took place. The returning members and new members made nominations and voted. For Chairperson: Chester McNulty, Diane Carver and Cheryl Lewis-Smith were nominated. Cheryl Lewis-Smith was elected. For Co-Chairperson: Chester McNulty, Diane Carver and James Kennedy were nominated. James Kennedy was elected. For Secretary: Diane Carver was nominated and elected to the position. For Treasurer: Tammi Beach, Jennifer Ragan, Chester McNulty, and Cassandra Bailey were nominated. Jennifer Ragan was elected. For Web-Master: Janet Hall said she would learn from James Kennedy, current Web-Master.

The following Committees that are staffed by Staff Council members or elected staff are:

- Staff Satisfaction Survey (Staff Council Committee) 3 members
- Benefits (University Committee) 2 years term, 3 members
- Budget Council (University Committee) 1 member
- Campus Master Planning (University Committee) 1 member
- Parking and Transportation (University Committee) 1 member (elected by President)
- Staff Mentoring (Staff Council Committee) 1 member
- Staff Excellence (University Committee) 1 member (normally chairperson)
- Staff Leadership (Staff Council Committee) 3 members
- Staff Wellness (University Committee) 2 members
- Western Spirit Award (University Committee) 1 member
- Diversity (University Committee) 1 member
- Sustainability (University Committee) 1 member
- Medical Leave Bank (Staff Council Committee) 6 members
- Parking Appeals Committee (University Committee) 3 members
- Fall Break Brunch (Staff Council Committee)

The members for the committees will be decided at the July meeting.

The Fall Break Brunch will be October 8, 2009. Diane Carver, Secretary, will get a list of contributors for the next meeting.

James Kennedy suggested that we invite Terri Cunningham from Health Services to speak at our next meeting. He also said that Jane Olmstead from WKU Real would like to speak at a future meeting.

James Kennedy, Co-Chair, gave Angela a gift card from the Staff Council for all of her hard work on the Staff Council and being Chairperson.

Respectively Submitted by

Diane Carver, Secretary