

## STAFF COUNCIL MINUTES

MAY 6, 2009

The WKU Staff Council met on May 6, 2009 at Jones Jagers Room 104. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, James Kennedy, Cheryl Lewis-Smith, Sherry Merkling, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, and Shannon Ward. Those not present were April Gaskey, off for maternity leave and Mike Young. A guest present was Deborah Wilkins.

Diane Carver, the Staff Satisfaction Survey chairperson, reported that she now has a student worker in the ASA Office entering in the survey information. We hope to have it to Betsy Shoenfelt by June 1, 2009. Angela Robertson is going to check to see that the Board of Regents gets a copy of the results or have Betsy Shoenfelt give a presentation when finished. The reasons that the staff satisfaction surveys are not done on-line are as follows: Many of the facility staff do not have ready access to a computer; also, some people may feel that their survey's results may be tracked back to the sender electronically. For those reasons we will continue to keep the survey on paper.

During President Ransdell's forum he requested that employees send him ideas on staff incentives. The following ideas were mentioned. Allowing staff to be off during Spring Break and the day before Thanksgiving; Encouraging department heads to allow flexible hours for their employees; Encouraging department heads to allow employees to work from home if feasible; James Kennedy made a motion that Angela Robertson, Chair and James Kennedy, Co-Chair write up a proposal concerning days off and flexible hours. Cheryl Lewis-Smith seconded the motion and the motion passed. Another issue was mentioned to arrange the academic calendar to allow fewer weeks not in session between summer and fall terms, so that there can be a 3 week Christmas break. Retha Spinks made the motion that Angela Robertson and James Kennedy write up this proposal as well. Tammy Spinks seconded the motion and the motion passed.

It was noted that there are several changes concerning parking for the upcoming 2009-2010 academic year. Everyone should view the web site: <http://parking1.wku.edu/> and go to the MAPS section to see which parking lots have been rezoned. One such lot is the Mimosa Lot which is zoned all premium in fall 2009. Another change is that W.K.U. retirees no longer get a free permit. This is due to the number of retirees coming back to work at W.K.U.

The following members were reelected to the Staff Council: Diane Carver, James Kennedy, Cheryl Lewis-Smith and Jennifer Ragan. As stated in a previous Staff Council minutes the person receiving the most votes in the Professional Non-Faculty Position will remain on the Staff Council for 3 years instead of 2 years. Diane Carver received the most votes, so she will stay for 3 years. The new members are Wanda Johnson and Chester McNulty. No one was nominated for the 2 At-Large positions. The Staff Council decided in a special meeting after the elections and made the following motion: To allow the people who did not win to rerun. Angela Robertson will contact each of the candidates and see if they would like to run a second time in the At-Large Category election. If so, a new election would be held with these people and the top two winners would become the Staff Council At-Large committee members. The next election will be May 12, 2009. Tammi Beach found an article from the Herald in 2005 with the title "Voting on Friday will complete Staff Council"

<http://media.www.wkuherald.com/media/storage/paper603/news/2005/04/26/News/Voting.On.Friday.Will.Complete.Staff.Council-937494.shtml>, which set precedence on how we are voting for the 2009 members at-large. The By-Laws do not have instructions concerning this matter, only if a member leaves during his/her term. Diane Carver made a motion to accept a Staff Council Campaign Guidelines document as presented by Angela Robertson, which is not part of the By-Laws, but a document

that will reside in Human Resources. James Kennedy seconded the motion and the motion passed. This document will be attached to these minutes.

The following two locations were recommended for the Staff Council June Retreat on June 10, 2009. The Health Services Conference Room and the Bowling Green Chamber of Commerce Conference Room. Each of these locations is free. Everyone agreed to have the retreat at the Bowling Green Chamber of Commerce. Each member will bring a breakfast item. Lunch will be held outside the facility. Normally the outgoing members will leave after lunch, but Angela Robertson said that the By-Laws state that Terms of office begin on July of each year following the June retreat. This means that outgoing members should stay for the entire retreat due to motions needing to be passed. The By-Laws state that Elections for the offices (Chair, Co-Chair, Secretary and Treasurer) shall be conducted at the June Retreat of the Staff Council. It was decided that the committee chairpersons will not be voted on until the July meeting, since that is not specified in the By-Laws. New shirts will need to be ordered for the new members before the June Retreat.

Bob Ware was scheduled to attend the meeting, but he could not make it. Angela Robertson said she will ask him if he can attend the June Retreat.

The Staff Council received a letter concerning handicap accessibility in the Academic Complex, going to the studio area. It was also stated that handicap parking spaces were roped off for media parking during events at Diddle Arena. Angela stated that she will contact Cheryl Lewis-Smith, who is on the ADA Task Force Committee and Huda Melky about these issues.

Cassandra Bailey asked about the BSA raises. Angela said that Deborah Wilkins will be attending later and we will ask her. Cassandra stated that Bob Ware has been diligent concerning the Swine Flu. He has placed hand sanitizers in buildings and told the staff to wear gloves.

It was 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%. The amount will be added to the last pay period in July.

James Kennedy talked with someone concerning the W.K.U. R.E.A.L. department. She explained the purpose of the department to him and that they are working with the university as a whole for continuing education for non-traditional students. He said Jane Olmstead would be happy to meet with us to discuss their goals. The Staff Council agreed that this would be an excellent idea and that we need to encourage other departments on campus to meet with us so that we can better learn the purpose of each area. Shannon Ward amended her earlier statements in the minutes to "More cooperation needed to serve low-income first generation adults in specific counties".

The Staff Regent Election will be held on June 17. The nominations for Staff Regent will begin on May 11 and the deadline for nominations is May 27. The Staff Regent forum will be June 15, 2009. The regulations have changed on who can run for Staff Regent, as in compliance with state regulations. The state statute/law indicates that a person is ineligible if a relative works at the institution. Also disqualification is final and cannot be appealed. Angela stated that she will need help from members during the forum. Each speaker is allowed so many minutes to address a question. She hopes to have the forum at MMTH Auditorium.

Angela Robertson wrote up four proposals to modify the By-Laws. As stated in the By-Laws, proposals will need to be signed off by 5 Staff Council members in one meeting and then voted on during the next meeting. The actual By-Law changes will then be in the next meeting minutes.

The First proposal concerns Code of Conduct of Staff Council members; this will amend Article 1 – Representatives, Section 1 – Responsibility.

The Second proposal concerns amending Article 1 – Representatives, Section III - Election Process (A)-(E).  
The Third proposal concerns adding to Article 1 – Representatives, Section III – Election Process an (F).  
The Fourth proposal concerns amending Article III – Meetings, Section VII – Retreat Meetings.

Each proposal was reviewed with slight modifications made. Each proposal was signed by 5 members and will be presented to the Staff Council at the next meeting.

Deborah Wilkins attended the meeting around 11:20 a.m. She stated that the BSA raises of approximately .50 cents has been proposed but not yet approved. In an earlier meeting it had been discussed that certain staff were told to work overtime without overtime pay. Tony Glisson has sent the Leave Policy to department heads so that they may know W.K.U. official policy on this issue. Deborah also stated that there are two web links that someone can go to and voice an anonymous complaint. The link to Internal Audit's anonymous report form:

<http://www.wku.edu/Dept/Support/Legal/IntAuditor/anonform.htm>

And this is the link to the EO's form:

<http://www.wku.edu/Dept/Support/Legal/EOO/Anonymous%20Complaint.htm>

Deborah said that President Ransdell has asked for the Staff Council opinion on the Faculty Senate proposal for Support for Domestic Partner Benefits at Western Kentucky University. We told Deborah that we could not give an opinion at this time, until we received the opinion of staff. Staff Council would like to request Staff's option to allow the addition of an employee's Qualified Adult Dependent to the University insurance plan. Qualified Adult Dependent is defined as a partner, adult child, parent, or grandparent between the ages of 18 to 65 where insurance isn't attainable elsewhere. Please email Angela Robertson at [angela.robertson@wku.edu](mailto:angela.robertson@wku.edu) with your response of either in favor or oppose so that they can be discussed at our next Staff Council meeting. Staff Council will determine what recommendation to give Dr. Ransdell from Staff responses.

Respectively Submitted by

Diane Carver, Secretary