

STAFF COUNCIL MINUTES
DECEMBER 3, 2008

The WKU Staff Council met on December 3, 2008 at Jones Jagers Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, Cheryl Lewis-Smith, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Shannon Ward and Mike Young. Those not present were: James Kennedy, Sherry Merklings, Jennifer Ragan and Tammy Spinks

Dr. Kirchmeyer attended the Staff Council meeting and discussed VOICE and Faculty All and Staff All Emails. He passed out the attached document which he had previously sent to the Deans and Department Heads. The report is as follows:

Deans/Department Heads: In my eternal quest to reduce the amount of unnecessary email that hits your inbox, I would like to propose a change for the Spring as to how we handle Faculty/Staff-All and WKU-Voice and to get your feedback. My proposal is in three parts.

First, that we eliminate WKU-Voice as an email-based threaded discussion media, and replace it with a forum/bulletin board (F/BB) type system. The F/BB would have predetermined topics (e.g., academics, benefits, parking, policies, politics, budget, diversity, philosophy, etc.). Any WKU employee could then post a comment/comments to any of the topics. Topics could be added as different situations occur. We would attempt to make this a channel in the portal, so it would only be a click away. Or, if you don't use the portal, it would be easy to access otherwise. At the end of every Fall/Spring semester, the posts would be cleared out, so we can start off a new semester with a clean slate. So, if someone wanted to pontificate about something, this is where they would go and we would keep threaded comments off email. This is a place that people would have to go to, to post or read what has been posted.

Second, that we create a new list called: WKU-Activities which would be used to post any type of WKU activity (bands, concerts, plays, camps, debates, bookstore sales, etc). Every WKU employee would be subscribed to this automatically, however anyone could opt out at any time.

Third, that Faculty/Staff-All be used strictly for university business, and only designated people within each division would be authorized to post to Faculty/Staff-All. For example, in the IT Division, I would designate the IT Directors as authorized to post. This would cut down on a lot of unnecessary posts that you have to deal with now.

That's my proposal. If you have some feedback for me, email me directly at richard.kirchmeyer@wku.edu. Thanks, and I look forward to your comments. I will also be getting comments from the Staff Council and the University Executive Committee in the near future. Dick K.

Deborah Wilkins attended the Staff Council meeting and discussed the Emergency Action Plan. She stated that external communications were good during the October 22, 2008 incident, but that internal communications need to be improved. If an incident occurs again, internal texting on cell phones will occur every 30 minutes and there will not be a Lockdown, but the university will be set in Secure Mode.

This means that exterior doors will not be locked, unless minors are inside the building, but interior office doors should be locked. The BEST (Building Emergency Safety Teams) have been created. Members are from each building on campus and someone from each floor. They have already begun meeting. All BEST members will watch a video on the web containing an action plan for each building. There will be one on one 2 hour training sessions for the members which should be completed by the end of June 2009. The Resident Halls already have an emergency .system in place.

Angela Robertson asked Deborah Wilkins about the budget cuts. She stated that there will be a 4% budget cut this year and possibly more the coming year. Certain positions that are vacant may not be filled. There has not been a hiring freeze mandated, but each department has been told of the cut they need to make.

Chester McNulty position on the Benefits Committee has ended. A motion was made by Mike Young to keep Chester on that committee for two more years. Tammi Beach seconded the motion and the motion passed. Angela will talk to our three representatives on the Benefits Committee: Chester McNulty, Pat Johnson and Sharon Hartz to see about coming to one of our meetings to keep us updated.

Tamela Smith and Angela Robertson attended a state wide Staff Meeting consisting of Staff Regents and chairpersons of Staff Councils. Several topics impacting staff at all universities/KCTCS were discussed, including: benefits, organization of staff leadership, accreditation programs, cell phones, etc. Tamela hosted this event at the WKU-Elizabethtown site, with lunch provided by Dr. Ransdell. A formal organization of this group is being created with Tamela writing up the constitution and by-laws. Tamela indicated that there is no official staff position on the CPE board and efforts are being initiated to change this policy.

Cheryl Lewis-Smith made a motion that we have a co-chair for the Staff Council. Retha Spinks seconded the motion and the motion passed with 11 yes votes and one no vote. Next month we will vote on the co-chair.

Sherry Merckling was not able to attend the meeting, but she sent an email to the staff members stating some items the parking and Transportation Committee has been discussing.

Tammi Beach, a member on the Sustainability Committee, reported that they have met once and mainly discussed the shut down of the university during winter break. They are encouraging everyone to unplug all appliances including power strips and pull down blinds.

Tamela Smith brought up the topic of BSA's having to cover for vacant BSA positions, in essence being required to do more than one job, but still having the same quality inspection checks as usual. Angela Robertson stated that she will look into this matter and discuss it with Bob Ware.

The next meeting will be January 7, 2009 at Potter Hall 4th Floor Conference Room.

Respectively Submitted by
Diane Carver, Secretary