

Subject: November Staff Council Minutes

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From: Lynne Swetmon <lynne.swetmon@wku.edu>

Organization: Western Kentucky University

To: Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, November 6 in MMTH 279. Members present were Regina Allen, David Appleby, Patty Booth, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Pat Jordan. Members absent were Robert Deane and Treva Martin.

- Dr. Gene Tice met with the Staff Council, as he does each year, to answer various questions raised by the staff members. The first item on the agenda was the proposed calendar that would include a three-week class term between New Year's Day and the beginning of the spring semester. The Staff Council wanted to know what effects such a calendar would have on staff. Dr. Tice did have some information about the calendar but advised us to send our concerns to the Administration. We are compiling a list of concerns and will forward to the appropriate administrative officers.
- Many staff members have expressed concern that Human Resources no longer sends letters to job applicants informing them that a job has been filled. This was a concern that we discussed with Dr. Tice. Patty Booth who is on the Staff Council and is employed in Human Resources was able to provide us with specific information. Human Resources quit sending out letters to job applicants because of the time and expense involved. There are sometimes in excess of 100 applicants for a particular job. Patty explained that applicants are able to look for information concerning a position to see whether or not it has been filled on the Human Resources web site. We all agreed that correspondence should be sent to those who have actually interviewed. Dr. Tice will check into decentralizing the process. It may be best for those who have actually done the interviewing to contact the interviewee; however, policy should be established so as to insure that applicants who have actually interviewed for a job get some form of communication from WKU.
- Another item that was discussed and will be looked at is the use of vacation time as time worked when calculating overtime. It is University policy that employees are not allowed to count vacation time as time worked for calculation of overtime. This is a matter that we will be researched and more information will be forthcoming.
- Issues concerning smoking policies have been brought to the Staff Council's attention. There was a short discussion on this matter and several members volunteered to do some research on existing smoking policies. This issue will be discussed in further detail at the December meeting.
- Dr. Tice informed us that the Workplace Violence Policy is being reviewed by our legal staff and then it will go to administrative council to receive approval to be implemented.
- We had a lengthy discussion on raises for the 04-05 fiscal year. We would like to have monies made available in order to bring some staff employees closer to market. At this time, because we are unsure of the budget for 04-05, no recommendations have been made.
- Dr. Tice has assured us that if outside funding is not available, carry forward monies will be used to purchase the three AED's to be placed in the three campus police vehicles. Heather Stubblefield has also contacted the Parents Council for possible funding. More information on this will be

forthcoming.

- Heather Stubblefield informed Dr. Tice that a new staff-mentoring program run by the Staff Council is recommended to begin in January 2004. A letter from the Staff Council will be sent to all new employees welcoming them to campus, introducing them to the Staff Council and offering a mentoring service to them. New employees can contact their mentor to help answer questions about the campus, policy and procedures, or to get directions. The Staff Council believes that this will help the new employees as well as benefiting the University by supporting goal #3 in Western's Strategic Plan: Recruit and retain quality faculty and staff.
- Elizabeth Paris and Tony Glisson will continue working on a proposal concerning the KTRS issue to send to the President. This proposal would ask that KTRS employees be allowed to use accrued sick time toward their retirement.
- A committee was formed to research the advantages or disadvantages of having a pool of days called "paid-time off" rather than sick and vacation days. The committee members are Patty Booth, Jeff Jones, Pat Jordan, David Appleby, and Regina Allen. More information on this issue will be forthcoming.

The meeting adjourned at 12:00. The next monthly meeting will take place on Wednesday, December 3 at 9:00.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can now e-mail the Staff Council: staffcouncil@wku.edu

The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council Web Page at: <http://www.wku.edu/staffcouncil>

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