

**Subject: August Staff Council Minutes**

**Date:** Tue, 12 Aug 2003 11:01:54 -0500

**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, August 6 at 9:00 in the fourth floor conference room of Potter Hall. Members present were Regina Allen, David Appleby, Patty Booth, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Pat Jordan. Bob Deane was absent.

- Tony Glisson, Richard Greer, and Scott Taylor attended the Staff Council in order to bring us up-to-date on the KTRS issue. Tony, Richard, Scott, Joy Gramling, and Jeff Jones are on the Staff Council's KTRS Committee. This committee has been working hard in trying to accomplish the goal of getting approval that would allow professional/non faculty that are in the KTRS system to add accumulated sick leave to their retirement. This committee has been successful in acquiring the appropriate approval needed from Frankfort. Now that we have the approval from Frankfort, Human Resources will do some cost projections so that the Staff Council can send a recommendation to Dr. Ransdell and the Budget Council requesting funding.
- The Staff Council had some last minute discussion about the performance appraisal recommendation. After a few changes were agreed upon, Elizabeth Paris sent the recommendation to President Ransdell.
- Elizabeth Paris suggested that we set up a new committee to deal with a staff mentoring program. This new committee will come up with guidelines, check with benchmark institutions to see if they have such a program. The idea of this program basically is to have someone contact each new hire and be a contact person if they have any questions.
- The Staff Regent Guideline Committee gave an update on their findings. They researched the other state institutions to see what guidelines were in place. The research showed that Western is ahead of the other universities researched. The guidelines will be posted soon on the Staff Council Website.
- The necessary committees were assigned in order to put together the annual Fall Break Brunch for staff. The brunch will take place on Thursday, October 2. More details will be forthcoming.
- Joy Gramling gave an update on the Shared Medical Leave Bank. For the fiscal year 2002 (July 1, 2002 - June 30, 2003) the bank has a current balance of 1,184.50 hours. Fifty eligible employees contributed during the year, donating 1,355 hours. Nine employees used time from the bank using 1,687.50 hours. We are pleased that this program continues to be a success.
- The Staff Council is assembling a team to walk in the American Heart Walk on September 13. We hope this event will have the support of all staff employees. Anyone wishing to donate money for cardiovascular research and education can contribute to our team effort by contacting Joy Gramling."

The meeting adjourned at 12:15. The next regularly scheduled meeting will be held Wednesday, September 3 at 9:00 am in Academic Complex room 213.

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](mailto: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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