

**Subject: June Minutes from Staff Council**

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**Organization:** Western Kentucky University

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

The Staff Council held its annual retreat on Wednesday, June 4, 2003 in room 131 of the Western Ag Expo Center. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Howard Bailey. Deborah Cole was absent.

- Elizabeth Paris began the meeting by welcoming two new members, Patty Booth and Heather Stubblefield. Elizabeth gave a brief orientation for new members giving a general overview of how the Council works and what is expected of the membership.
- Joy Gramling read over recommendations that the Performance Appraisal Committee has worked very hard on for several months. After a long discussion of possible wording, it was decided that a few revisions would be made and voted on at the July meeting. Once approved, the Staff Council will take these recommendations to the President, members of the Administrative Council and Tony Glisson in Human Resources.
- Next on the agenda was to take a look at the Staff Council's accomplishments for 02-03. They are as follows:

Implementation of the Staff Leadership Institute

Annual raises for part-time permanent staff

Requested that Micro-computing provide introductory computer classes for employees who are in need of the most basic computer training.

Helped to get the University's contribution towards insurance raised

Researched and presented information on workplace violence prevention policy

Fall Break Brunch

First on-line Staff Regent Election

- The Staff Council went over our standing committees and added members as needed. The committees and members are listed below.

**Staff Council Committees**

KTRS - Working to allow staff to use accumulated sick time toward retirement. Members; Tony Glisson, Joy Gramling, Richard Greer, Jeff Jones, and Scott Taylor.

Salary Committee - Working to advise the Budget Council on staff salary issues. Members; Elizabeth Paris- Chair, Patty Booth, Bob Deane, Jeff Jones, and Lynne Swetmon.

**Staff Representatives on University Committees**

Shared Medical Leave - Brian Ward

University Benefits - David Appleby

Staff Leadership Program - Howard Bailey, Lynne Swetmon, Lauri Warden and Regina Allen is

an alternate.

Budget Council - Elizabeth Paris

Staff Excellence Awards - Brandi Fowler and Lauri Warden

Parking and Transportation - Regina Allen

- Meeting dates were set for 03/04, generally the regular monthly meeting will be held from 9:00 to 12:00 the first Wednesday of each month. The Fall Break Brunch will be held October 2, 2003. Dates for Staff Council election will be added to the calendar.
- Next, a discussion concerning some possible changes to the Staff Regent Guidelines took place. The following changes were voted on and will be in place for the 2006 election. In order to be eligible to run for Staff Regent an employee must be employed with the university for a minimum of 5 years full-time continuous employment. Only full-time staff members can run, nominate and vote in this election. Changes were made in the guidelines for the Staff Regent forum, including time allowed to answer questions, and time allowed for opening and closing statements.
- At 11:30 we took a break for a pot luck luncheon. President Ransdell, Tony Glisson and Dr. Gene Tice were our invited guests for lunch. President Ransdell updated the Council on issues including construction in progress, upcoming projects, and the raise in the University's contribution to health insurance. There was discussion on the proposal that would allow an employee and spouse to cross reference the dependent tuition discount, but the President turned it down noting that it would cost too much money to affect too few employees. He also answered questions from Council members on various other subjects. President Ransdell then left the meeting.
- Tony Glisson updated the Council on new employee training/orientation programs that are to be implemented over the next year, exit interviews, and KTRS Committee which will have a definite response from Frankfort by June 30. The Council then approached Tony Glisson with an update from the Performance Appraisal Committee. Tony agreed with most of the items but agreed that some adjustments needed to be made before making a formal proposal.
- The Staff Council agreed to table the review of the Staff Council Constitution and By-Laws for changes, deletions, additions, etc. until the July meeting.
- The last item for the day was the nominations for officers for 03/04 votes were taken and the results are as follows Elizabeth Paris - Chair, Lynne Swetmon - Secretary/Treasurer, Jeff Jones - Web Master.

The meeting adjourned at 4:00. The next Staff Council meeting will take place July 2 at 9:00 in TCCW 368.

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>