

**Subject: July minutes**  
**Date:** Mon, 07 Jul 2003 08:32:52 -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, July 2 in TCCW 369. Members present were Regina Allen, David Appleby, Patty Booth, Bob Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Heather Stubblefield, Lynne Swetmon and Lauri Warden. Tina Sneed was absent.

- David Appleby gave a presentation on UK's Health Literacy Program. This program allows employees to research and compare different plans. This program (which is on a CD) allows an employee to obtain information on out-of-pocket expenses for various operations and procedures. David felt it would be of great benefit to Western employees to have such a program. More information on this will be forth coming.
- The Staff Council reviewed the Staff Regent guidelines in great detail. Regina Allen and Brandi Fowler will do some research on guidelines at the other Kentucky Universities. Once all changes and additions have been completed, the guidelines will be voted on and approved by the Staff Council. The new Staff Regent guidelines will be posted on the Staff Council website.
- Joy Gramling asked that we go over the final draft of the performance appraisal/merit raise proposal that the Performance Appraisal Committee has been working on for the past year. After looking over the proposal and having a discussion period, Brandi Fowler motioned that we approve the committee recommendations and the new evaluation form. Jeff Jones seconded the motion. A vote was taken and passed unanimously. Elizabeth Paris will send the proposal to President Ransdell, Administrative Council and Tony Glisson. More information on this will be forthcoming.
- The Staff Council went over goals from 02-03 that are not accomplished yet but are still in process. Those goals include: exit interviews, enhancing new employee orientation and training process, and the KTRS issue.
- The Staff Council decided on new goals for the 03-04 year and they are as follows: Improving staff salaries and benefits, obtaining 3 AED's (Automated External Defibrillators) by the end of the year to put in WKU's police vehicles, staff mentoring program, and continue to keep lines of communication with administration and staff open.

The meeting adjourned at 12:15.

The next Staff Council meeting will take place on August 6.

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: