

**Subject: 08/07/02 Staff Council Minutes**

**Date:** Fri, 09 Aug 2002 14:37:51 -0500

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**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Wednesday, August 07, 2002 at 9:00 am in room 226 DUC. Members present were Regina Allen, David Appleby, Deborah Cole, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon and Lauri Warden. Members absent were Dana Divine, Robert Deane and ex officio member Staff Regent Howard Bailey.

- The part-time committee reported on the results of the survey that was sent out to the part-time staff members on campus. We will send a letter to the President and to Tony Glisson concerning the survey results and the Staff Council's request for a structured appraisal system and regular annual salary increases for permanent part-time employees. Deborah Cole and Dana Divine have also contacted many of our benchmark institutions concerning what benefits they offer to part time employees. The focus of the Staff Council part-time committee has been to gather information to be presented to Administration with recommendations on how we may be competitive in attracting and retaining the growing number of permanent part-time employees.
- The newly reorganized KTRS committee (Joy Gramling, Jeff Jones, Richard Greer and Scott Taylor) met with Tony Glisson, Human Resources Director, to discuss the fact that KTRS employees are not allowed to apply accumulated sick leave to their retirement time. Contacts are being made in Frankfort. Once information is gathered, the committee will decide how to move ahead with this issue. More information to follow.
- The Staff Council had a final discussion on the position paper we have been working on concerning the performance appraisal and merit raise system that Western is currently using. We are enclosing a list of ways to improve the system including more training and accountability for evaluators, a better evaluation form and a formal appeals process for those who disagree with their appraisal. The Council voted unanimously to send this position paper to President Ransdell, the Administrative Council and to Tony Glisson.
- We had a lengthy discussion concerning the Fall Break Brunch. We have received approval from President Ransdell to have the brunch on October 3, 2002 beginning at 9:00 am. We will be sending out brochures and put up flyers so everyone can make plans to be there. Also, you can check out this information on our website.
- Two members of the Staff Council were appointed to serve on the Staff Excellence Awards Committee. They are Brandi Fowler and Lauri Warden. Information on the Staff Excellence Awards will be sent out from Human Resources in the near future. The awards will be presented at the Fall Break Brunch on October 3, 2002.
- Tentative dates were set for the 2003 Staff Council election. On March 19, 2003 we will begin requesting nominations. On April 2, 2003 the nominations will close and the election will be held on Wednesday, April 16, 2003.

- In 2003 the staff of WKU will need to elect a Staff Regent. The Staff Regent serves a three-year term on the Board of Regents and may be re-elected. Howard Bailey is currently serving as our Staff Regent; however, his current term expires on June 30, 2003. The Staff Regent also serves as an ex officio member of the Staff Council. We appreciate all the time and effort Howard has put in on behalf of the WKU staff. Tentative dates were set for the 2003 Staff Regent election. On April 23, 2003 a letter will be sent out asking for nominations. On May 14, 2003 the nominations will close. On May 21, 2003 there will be a candidate forum and the election will take place on May 28, 2003. Absentee ballots will be accepted May 21-28, 2003. The Staff Regent elected in 2003 will serve from July 1, 2003 to June 30, 2006.
- The Staff Leadership Institute, a yearlong leadership program for staff, was discussed. Sharon Woodward from Continuing Education and Gene Tice, VP for Student Affairs, have worked with the Staff Council to develop this program. Brochures and application information will be sent to Staff in the near future. We hope to begin the program this fall. Look for additional information on this program to be forthcoming.
- Other Business - David Appleby will be speaking with the Benefits Committee once again concerning the cross-referencing of tuition benefits for a student with both parents employed by WKU. More information to follow.
- Final preparations are being done on the annual newsletter from the Staff Council and will be distributed to staff in September.
- We changed the date for our October meeting. It will take place on October 10 so that President Ransdell will be able to attend. Our next Staff Council meeting will be September 4, 2002 at DUC 226.

The meeting adjourned at 12:00.

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](mailto:staffcouncil@wku.edu)

The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council Web Page at: