

Subject: Staff Council 5/7/02 Minutes

Date: Thu, 09 May 2002 14:47:12 -0500

From: Elizabeth Paris <elizabeth.paris@wku.edu>

Organization: Western Kentucky University

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

The Staff Council held its regular monthly meeting on Tuesday, May 7, 9:00 am at the Preston Center. Members present were Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Lynne Swetmon, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were Johnny Allen, Deborah Cole, Phyllis Reed, Brad Stinnett and Tony Thurman.

- **Medical Leave Bank** - MariBeth McBride, Human Resources Benefits Manager, attended the meeting to provide an update and information to the Council concerning the Medical Leave Bank. As you will recall, this program provides an avenue whereby eligible employees may donate accumulated medical leave to the Medical Leave Bank for the purpose of assisting employees who have exhausted their accumulated medical leave due to a prolonged or catastrophic illness or injury. As of 5/8/02 the total hours available in the Medical Leave Bank = 1015 hours or 135.3 days. Since the program inception, time has been awarded to 8 people and 1 person has been denied for not meeting eligibility. A total number of 1055 hours have been awarded to employees from the Medical Leave Bank.
- **Board of Regents Update** - Howard Bailey, Staff Regent, provided the Council with information concerning the issues related to the upcoming Board of Regents meeting.
- **Retreat** - The Staff Council will have its annual retreat on June 6 at the L.D. Brown Agriculture Exposition Center. This is an all day meeting and pot luck which provides the opportunity for outgoing members to wrap up their work and incoming members the opportunity to get an overview of the Staff Council. Issues for the retreat include an orientation for new members, election of officers for 02-03, set goals for 02-03, review of committee structure, review of by-laws and to set meeting dates for the upcoming year.
- **Salary Committee Update** - Elizabeth Paris, Chair of the Staff Council Salary Committee, reported that President Ransdell sent a memo in response to our memo of March 28 regarding the possible distribution of a \$150,000 Staff Salary Pool. The President indicated that he and the Administrative Council were receptive to our recommendations and that Tony Glisson is gathering additional information for their review. The distribution of the pool will not begin until October 1, 2002.
- **Staff Leadership Committee Update** - Dr. Gene Tice is working with Tony Glisson, the Staff Leadership Committee and Sharon Woodward to get this program up and running. There have been some delays but we are hoping that the first class for the Staff Leadership Program will begin this fall. As soon as information is available, all staff will receive information on how to apply, dates of program, program contents, etc.
- **Part time Committee Update** - A survey to be completed by all part time employees is just about ready to be sent out. When completed and returned this survey will provide information concerning benefits that part time employees need, concerns of part time employees and other pertinent information. Data will be compiled and presented to the Staff Council as soon as possible.
- **President's Spirit Award Committee Update** - Two Staff Council members are on the President's Spirit Award Committee. Information will be sent to employees concerning this award.
- **Other Business** - A suggestion was made that the Staff Council provide an annual newsletter outlining accomplishments of the past year. Everyone thought this was a good idea and it was

decided this should be done annually during June.

The meeting adjourned at 11:45 am. The next regular meeting will be the day long retreat to be held on June 6 at the L.D. Brown Agricultural Exposition Center.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can 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>

| |
|-----------------------------------------------------------------------------------------------|
| <p>Business Coordinator Western Kentucky University Information Technology</p> |
|-----------------------------------------------------------------------------------------------|