

Subject: 4/2/02 Staff Council Minutes

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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 April 2, 2002, 9:00 a.m. at Downing University Center. Members present were: Deborah Cole, Teresa Dunning, Joy Gramling, Carolyn Hunt, Elizabeth Paris and ex officio member Staff Regent Howard Bailey. Members absent were: Johnny Allen, Dana Divine, Jackie Ellis, Dale LaMastas, Phyllis Reed, Brad Stinnett, Lynne Swetmon, Tony Thurman and Brian Ward.

- Staff Council Election - (1) Gordon Johnson, Director of Administrative Computing, met with the Staff Council. He demonstrated the on-line ballot that he has designed for the April 17 Staff Council election. Everyone was pleased with the design as well as ease of use. Many thanks to Gordon for his work on setting up our election on-line. (2) Absentee ballots will be available for those employees who will not be able to vote on April 17. An e-mail will be sent out to all Staff outlining this procedure. (3) The on-line ballot for the Staff Council election will be available from 12:01 am to 11:59 pm on April 17. This 24 hour period should give everyone the opportunity to vote on-line and is accommodating to our 2nd and 3rd shift employees. An e-mail will be sent out the afternoon of April 16 with a link to access the on-line ballot. The ballot will not be accessible until 12:01 am on April 17. An additional e-mail will be sent out on April 17 with a link to access the on-line ballot. (4) There will be computer terminals set up at Facilities Management to accommodate those employees who do not have access to a computer. There will be someone at those computers from 8:00 am until 4:00 pm on April 17 to offer assistance if needed. Paper ballots will also be available. Anyone wishing to cast a paper ballot instead of voting online can come to Facilities Management from 8:00 am to 4:00 pm on April 17th. (5) Because most Facilities Management employees do not have access to e-mail, a memo will be sent to those employees on April 15 as a reminder of the election and outlining the procedure for voting, times assistance is offered, etc. (6) The on-line voting form is web based and accessible from any computer with internet access which should accommodate those employees who are not employed at the main campus as well as those employees who are not at work on April 17th. (7) We are very pleased with the slate of prospective staff council members. Please be sure to vote on April 17th.
- Salary Committee report - The Salary Committee met March 28 to finalize recommendations to be sent to the President concerning the distribution of the possible \$150,000 staff market adjustment pool for 2002-2003. A memo was sent to the President on March 28 outlining our recommendations. Details of this recommendation will be forthcoming.
- Follow up on Human Relations Committee at Facilities Management - A committee has been put into place at Facilities Management to handle employee problems or concerns. We hope that Facilities Management employees will view this committee as an outlet to voice problems or concerns without fear of retaliation. We will continue to monitor this situation.

The meeting adjourned at 11:15 am. The next regular monthly meeting will be held on May 7th at the Preston Center.

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.

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

<http://www.wku.edu/staffcouncil>.

Business Coordinator
Western Kentucky University
Information Technology