

**Subject: Staff Council 2/5/02 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 at the Glasgow Campus on February 5, 2002. Members present were: Deborah Cole, Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Phyllis Reed, Brad Stinnett, Tony Thurnan and Brian Ward. Members absent were: Johnny Allen, Lynne Swetmon and ex officio member Staff Regent Howard Bailey.

- The Council was treated to a guided tour of the new facilities at the Glasgow Campus, which opened in January, 2002. Thanks to all the Glasgow Campus employees who helped with our informative tour.
- Budget Council Report - Elizabeth Paris, Staff Council representative on the Budget Council, brought the Staff Council up-to-date on budget issues for the 02-03 FY. The Staff Council voted unanimously to send a resolution to the Budget Council advising that we support the 4 percent pool for staff raises in 2002-2003 to be across the board instead of some part of the pool being merit raises. We feel that with the small raises we have experienced over the past 2 years (3% and 2%) as long as a staff member received a satisfactory evaluation, each staff member should be entitled to a full 4% raise in 02-03.
- Gender/Ethnicity Salary Equity Study - Joy Gramling, Staff Council representative on the Gender/Ethnicity Salary Equity Study, reported the committee is continuing its work on this issue and a complete report should be forthcoming.
- Part-Time Employees Committee - The part time committee has checked web sites of our benchmark institutions to gather information on what benefits are offered to their part time employees. Some information was not available on those web sites and those institutions will be contacted either by telephone or e-mail. A survey is also in the works to be sent out to WKU part time employees.
- Staff Leadership Committee Report - The work is on going to get the "Staff Leadership Institute" up and running. The Staff Leadership Institute will help develop personal leadership skills through a year long series of classes covering such topics as communicating assertively, working with a team, priority/time management and habits of successful people. Any staff member would be eligible to apply for the program and participants would be selected based on future potential rather than on past accomplishments. Up to 25 staff members would be in the leadership institute in any given year. Watch for further information. Thanks to Dr. Gene Tice for his help and support on this issue.
- On-line Staff Council Elections - The April 2002 Staff Council elections will be held on-line where each staff member can easily access a ballot from their desktop computer. We are working out the logistics to accommodate staff members who do not have access to a computer. We hope to have a great response this year from staff who wish to run for the available positions on the Council. The administration is very receptive to ideas and recommendations which come from the Council. This Council is our "VOICE". Nomination forms for available positions will be mailed in March, 2002 to all staff members. We encourage you to run for available positions and VOTE! If you would like to contact any of the present Council members to get an idea of what is involved, what to expect, etc. a listing of present council members and e-mail address are on the Staff Council Web Site - <http://www.wku.edu/staffcouncil>.
- Preparation for President Ransdell's meeting with Staff Council in March - The Council will meet with President Ransdell and bring concerns/suggestions to his attention at our March monthly

meeting. Some suggestions for topics were discussed.

- Other Business - Some employees feel that because of their particular working environment, they are unable to express work complaints or concerns to any of their superiors without the threat of retaliation. A few ideas were presented on how to alleviate this problem including forming a committee of staff members to hear such complaints or concerns, etc. More information will be forthcoming.

The meeting adjourned at 12:30. The next regular monthly meeting will be held on March 12, 2002, at the Kentucky Museum.

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>.

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