

**Subject: Staff Council 1/16/01 meeting minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 22 Jan 2001 10:05:30 -0600**  
**From: "Joy Gramling" <Joy.Gramling@wku.edu>**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>**

The meeting was called to order January 16, 2001 at 10:00 a.m. in the Police Annex Training Room. Members present were: Joy Gramling, Marshall Gray, Carolyn Hunt, Brenda Keith, Dale LaMastus, Elizabeth Paris, Phyllis Reed, Tony Thurman and Brian Ward. Staff Regent Howard Bailey, Dr. Richard Kirchmeyer, and Dr. Wood Selig were also in attendance. Members absent were: Johnny Allen, Dina Bessette, Teresa Dunning, Jackie Ellis, Kathy Grover-Jimerson and Jim Ramge.

1. Information Technology: Dr. Richard Kirchmeyer, Vice President for Information Technology, presented the Council with copies of a Five Year Strategic and Operations Plan for Information Technology for review and discussion at the next meeting. He is sharing the plan with many campus groups for feedback.
2. Regular Part Time Staff Salary Increases: The Council has had ongoing discussions about this issue. A number of regular part time staffers do not receive annual salary increases - in some cases for years. A memo to the President was drafted recommending that he make department heads aware that if a pool of money is available for raises for these employees, it is their responsibility to give annual raises to the budgeted part time staff in their departments. It was also recommended that the process for giving these raises be streamlined and that a pool of money for these increases be provided every year as part of the regular budget process. The memo will be sent immediately in hopes that action will be taken in the upcoming budget cycle, but it is not known at this time if a pool of money for part time staff salary increases will be available this year.
3. University Budget Council Report: Marshall reported that the Budget Council is trying to finish its work in the next couple of weeks. As is always the case, there are more needs than there is money. Recommendations will be made to the President soon.
4. Athletics: Athletics Director Wood Selig gave the Council an update on the present and future state of the Athletics Department. The increase in the Athletics budget from the new student fees ( from 6.2 million to about 8 million), will help turn Diddle Arena into a multi-purpose facility that will benefit the campus community. Mr. Selig answered questions about our conference affiliations. It seems that having 1 - AA football limits us from being invited to join quite a few conferences. He also said the conferences we are in now offer a high level of competition.
5. University Senate Report: Tony Thurman reported that the Senate agreed on the creation of an "IP" grade (in progress) which will be added to the grading system of A through F and incomplete. A proposal designating certain students as International Scholars has been sent back to committee. Carolyn Hunt will represent the Staff Council at the next University Senate meeting.
6. Staff Council Salary Committee Report: One of the Staff Council's goals for this year has been to work for market - based adjustments for our lowest paid staff starting with the lowest paid and working up. However, a recent directive from the administration that was presented to the Salary Committee states that because of the significant demands on the 2002 budget, a pool of money for market - based salary adjustments for staff may not be considered this year. This matter and other similar issues are currently being evaluated by the University's Budget Committee. Another issue

that the Salary Committee is addressing is "in house equity". There was discussion of putting an approval process in place regarding new hires, promotions or transfer situations. An internal approval process could be incorporated into the present Form 1 request that would require department heads to look at the salaries of existing employees in the same pay band in that department before setting a salary for a new employee in that same pay band. The committee is also looking at pay bands and salary structures as they currently exist within each department. This will be a very time consuming task. Part time salary increases were also discussed.

7. Habitat for Humanity: Members will be making contact with local and campus participants in Habitat for Humanity to determine the feasibility of building a house for a Western employee by Western employees. Stay tuned.....

The next meeting of the Staff Council will be held February 13, 2001 at 10 a.m. in the Wetherby Administration Building.

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