

**Subject: December Staff Council Minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 11 Jan 1999 15:44:00 -0800**  
**From: "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>, The Herald <herald@wku.edu>**

The Staff Council met for its December meeting on Wednesday, December 9, at 2:00 p.m. in the Craig Alumni Center.

Council members present: Johnny Allen, Diane Amos, Linda Cantrell, Mike Cardwell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Cindy Burnette (excused), LaDonna Harris

Chair Jacobson opened the meeting by introducing Ann Mead, Chief Financial Officer. Ms. Mead was invited to attend the meeting to discuss salary increases for part-time employees. The question of why part-time employees have not received yearly salary increases for the past few years was raised. Ms. Mead explained that only those part-time employees classified as permanent, part-time were actually included in the salary increase pools. All other part-time employees' salary increases are required to be funded internally by each budget unit head. There is currently no central funding for these increases. The Staff Council will request an inventory of all part-time positions through Human Resources. As of now there are apparently no guidelines for designating a position as permanent, part-time. The Council feels that any employee who works a minimum of 900 hours per year should be considered as permanent, part-time and therefore, would be eligible for a yearly salary increase out of the increase pool. The Council would also like to see a separate salary increase pool for all permanent, part-time employees rather than have their increase funds mixed in with full-time employees'. All permanent, part-time employees must meet the eligibility guidelines set forth for full-time employees in order to receive a salary increase. The motion was made that this item be approved and forwarded to the Budget Council. The motion was seconded and passed unanimously.

Flower fund: It was reported that historically the flower fund was funded by donations and that University dollars cannot be used for this purpose. After some discussion, the Staff Council agreed that since most departments purchase flowers for employees who have a death in the family, the Staff Council will take no further action on this item.

Fitness in the Workplace update: Fred Gibson reported that he had held discussions with both Charles Lott of the Student Health Service and Tony Glisson of Human Resources. While it is felt that this is a program worth pursuing, it was agreed that due to the newness of the self insurance program, the Fitness in the Workplace proposal would be revisited after the first of the year. At that time, all parties concerned will reconvene for brainstorming sessions and further discussion.

Leadership Western update: The subcommittee appointed had met with Gene Crume to discuss the proposal in more depth and reported back to the Council. After discussing this matter, the Council agreed that the timetable for it would have to be pushed back. The Council will begin the planning of the Employee Service Recognition awards in January and it was felt that this should be the top priority for the next few months, especially due to the amount of work involved. Leadership

Western will be revisited in mid to late 1999.

The Staff Council will hold its January meeting on Wednesday, January 13, 1999 at 2:00 p.m. in the Police Annex. Brian Ward will be the host. There being no further discussion, the Staff Council adjourned.

The Staff Council held a special meeting on Wednesday, December 16, 1998, at 2:00 p.m. to further discuss the part-time salary increase issue.

Council members in attendance: Cindy Burnette, Linda Cantrell, Mike Cardwell, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Johnny Allen, Diane Amos (excused), Debby Gabbard (excused), Fred Gibson, and Jennifer Roberts.

The Council met to discuss the issue of part-time salary increases. Ms. Jacobson explained that after doing further research into the classification of part-time employees, this issue is more in depth than the Council first realized. More research needs to be done as a joint venture between the Council, Human Resources, the Budget office, and Payroll. At this time a subcommittee has been named to investigate the budget aspect of part-time salary increases. This subcommittee will begin meeting in February and will report back to the Council. Therefore, this item will not be forwarded to the Budget Council at this time as was reported earlier.

Also, the Staff Council would like to announce that the President has endorsed the recommendation presented to the Administrative Council regarding the overtime and on call policies. The recommendations are as follows:

1. Four (4) hours minimum will be paid for call-ins;
2. Vacation days/time will not be counted for overtime purposes;
3. Sick leave and holidays will be counted for overtime purposes.

The Council appreciates the input that was received from many of the staff. The Department of Human Resources will issue a new policy concerning on call status and overtime in the near future.

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