

**Subject: minutes**

**Resent-From:** znssf@wku.edu

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The Staff Council met for it's regular monthly meeting on Wednesday, October 14, 1998 at 2:00 p.m. in room 100 of Cravens Graduate Center.

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

Council members absent: Fred Gibson (excused) and Johnny Allen (excused)

**Fall Break Brunch:**

The meeting opened with a discussion about Fall Break Brunch. It was reported that approximately 625 people attended and approximately 100 door prizes were given away. A committee was appointed to prepare and send out formal thank you letters to all businesses and establishment which donated food, door prizes, or other services. Also it was agreed that an advertisement would be taken out in the Daily News which expresses the Council's appreciation to those that donated. Each donor will be listed in the advertisement. It was felt overall that the Fall Break Brunch was a success but was agreed upon that a survey of all staff members would be conducted to see what the reaction was to the Brunch.

**Open Forums:**

The fall forums for staff have been scheduled for Wednesday, October 28 at 9:30 a.m. in the Garrett Ballroom and at 2:00 p.m. in the Grise Hall Auditorium. Flyers will be distributed to all full-time and part-time staff, as well as posted in buildings. This is an opportunity for staff members to voice their concerns and comments and we hope that everyone will participate in one or both of the sessions.

**Review of Draft Policies:**

Discussion was held on the proposed overtime compensation policy. A motion was made that the Staff Council not endorse the draft policy as written. The motion was seconded and passed. Another motion was made that the draft policy as re-written by the Staff Council be passed. The policy was rewritten to include the language ".....For purposes of determining overtime, vacation leave, sick leave, and holidays are considered as part of the work week". Also, other editorial changes were made to the policy. The motion to accept this rewritten policy was seconded and passed unanimously. The Council will forward the recommended policy to Tony Glisson for submittal to the Administrative Council.

The next draft policy reviewed was the on call status and call back pay policy. The proposed policy submitted to the Council for review was

cutting back the minimum hours paid for call back duty from 4 to 2. The Council did not agree with this proposed policy and the motion was made that the Staff Council would endorse on call status and call back pay at a minimum of 4 hours. The motion was seconded and passed unanimously. A recommendation will be sent to Tony Glisson for submittal to the Administrative Council.

#### Staff Regent Report:

Regent Gramling reported on the Governor's Conference on Trusteeship. Ms. Gramling noted that the Council on Postsecondary Education has a faculty representative and a student representative but not a staff representative. After conferring with fellow staff regents from other Kentucky universities, a campaign to add a staff representative to the Council for Postsecondary Education could possibly begin. Ms. Gramling asked the Staff Council to consider supporting this campaign. Ms. Gramling also reported on the Executive Committee of the Board's selection of the third party entity to oversee the paperwork aspect of the self insurance. Ms. Gramling feels very comfortable with the selection and noted how hard the committee had worked to make this decision. Other items reported on briefly were the fund balance allocation fund and the first public meeting on the proposed loop road. Ms. Gramling noted that the next meeting on the proposed loop road is Tuesday, October 20 at 2:30 p.m. at the South Campus.

#### EEO 1 Representation on Staff Council:

This item had been tabled from previous meetings and was now brought back before the Council for discussion and vote. The discussion on whether or not to allow those staff members in the category of EE01 the opportunity to have representation on the Staff Council was very lengthy. This category of staff members includes those staff with titles of Associate Director and above. Some employees in this category had been provided representation on and by the Staff Council prior to the Corroon study and the reclassification of positions. A motion was made to include EE01 representation on the Staff Council - excluding members of the Administrative Council - in the categories of Professional or At-Large beginning with the July 1, 1999 term. The motion was seconded and passed by a 2/3 vote.

#### Goals for Staff Council for 1998-99 term:

This was also an agenda item from previous meetings which had been tabled. Some goals that were stated for the Council were to have successful Fall and Spring staff forums, conduct another survey of staff members to see what the campus staff would like to see happen, and implementation of the service recognition awards (more information forthcoming).

Draft proposals on a program called "Leadership Western" and "Fitness in the Workplace" were distributed to Council members for review. These items will be discussed at the November meeting.

The November meeting of the Staff Council will be Wednesday, November 11th at 2:00 p.m. in room 101 of Jones Jaggars Hall. Diane Amos and Tony Thurman will be hosts.

A motion was made that the October meeting of the Staff Council be adjourned. The motion was seconded and passed.

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