

Subject: Minutes of 7/15 staff council meeting
Resent-From: nsStaff-All@wku.edu
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The Staff Council convened for it's first meeting of the new year at 2:00 p.m. on July 15, 1998 in the Executive Room of Garrett Conference Center.

Council members present were: Diane Amos, Cindy Burnette, Linda Cantrell, Debby Gabbard, Fred Gibson, Marshall Gray, LaDonna Harris, Danna Jacobson, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Johnny Allen, Mike Cardwell, Joe Keith, and Joy Gramling - Staff Regent (Ex-Officio).

Officer Elections: The Council meeting began with an introduction of all members and a welcome to those newly elected members. Officer elections took place next with the following officers being elected for the one year term of July 1, 1998 through June 30, 1999:

Chairperson:	Danna Jacobson
Secretary:	Linda Cantrell
Treasurer:	Sharon Young

EEO 1 and Part-Time Staff Representation: The Council discussed the situation of personnel in EEO Category 1 not being able to run for Staff Council seats or vote in the elections. Several members of this EEO category have forwarded their concern of non-representation to the Council. The question was put before the Council of including personnel in EEO category 1 in Council representation in one form or another. After much discussion it was decided that this item would be tabled for further discussion. Members of this EEO category will be asked to attend the August Council meeting and present their views.

The Council also discussed the lack of representation of part-time staff. This discussion was similar in nature to that of the EEO 1 personnel. This topic was also tabled for further discussion. Several part-time staff will be invited to the August meeting to present their views.

Constitution and By Laws: The second draft of the Staff Council Constitution and By Laws was presented and reviewed. A vote on the approval of the Constitution and By Laws has been delayed until the matters of the EEO1 and Part-Time representation have been finalized. The outcome of those discussions could lead to changes in the content of the Constitution and By Laws. Copies were given to the new members for their review and comment.

Staff Service Awards: The Service Awards program was discussed again. At the retreat in June the Council presented a proposal to Dr. Ransdell concerning a service awards program. Dr. Ransdell commended the effort but asked that the total cost of the program be brought down to a more feasible level. That matter was discussed at the meeting and it was decided that a proposal would be recalculated in accordance with Dr. Ransdell's request. A final proposal will be ready to present to President Ransdell in early August. The proposed program would begin recognizing employees with 10 years of service and would recognize employees at the 10 year, 15 year, 20 year, and 25 year service marks. More details will be forthcoming once the proposal is finalized.

Hosting of Council Meetings: The Council will be trying something new for the next year. Each member will host a Council meeting. This is being done in order for each member to be able to visit different areas of campus and for each of us to see where our colleagues work. The Council meetings will take place on the second Wednesday of each month at 2:00 p.m. with the location to be announced 1 month in advance. The meetings will be hosted as follows:

August:	Linda Cantrell
September:	Marshall Gray
October:	Debby Gabbard
November:	Diane Amos and Tony Thurman
December:	Jennifer Roberts
January:	Brian Ward
February:	LaDonna Harris
March:	Cindy Burnette
April:	Fred Gibson
May:	Johnny Allen, Mike Cardwell, and Joe Keith

June: Staff Council Retreat - Sharon Young and Danna Jacobson

Goals: The suggestion was made that the Council develop a list of goals and target dates for the upcoming year. This will give us a defined vision. Some of the topics that have been brought before the Council which have not been completed are:

- Efficiency Ideas
- Staff Council Web Page
- KTRS
- Staff Recognition Awards (different from service awards)

At the next meeting the Council will set some goals and target dates for these topics as well as others.

Newsletter: A newsletter will be published and distributed to all staff in addition to the monthly minutes. These newsletters will be published in July (after the election,) October (after the fall forum,) and in March (after the spring forum.) This is just another mechanism the Council will use to try and keep the staff members informed. Jennifer Roberts will be in charge of the newsletter.

Web Page: The Web Page committee reported that work was underway on the Staff Council Web page. A Web page address will be forwarded to all Council members shortly. After review of the page by the Council

members, the address will be published for the entire campus. Some items that will be included in the Web page are:

- By Laws and Constitution
- Goals
- Agenda for upcoming meetings
- Minutes of past meetings
- E-mail link to Staff Council
- Calendar page with upcoming events (elections, forums, meetings, etc.)
- Accomplishments

Big Red Dollars - Payroll Deduction Poll: Gary Meszaros presented the results of the survey performed to find out the interest in payroll deduction for Big Red Dollars. Fifty three (53) replies were received which stated an interest in the program. This represents 3 percent of the employees on campus. A discussion with the Payroll Department revealed that this was not a high enough percentage to justify the work involved in the payroll deduction program. The Staff Council will request that at least a 25 percent interest of employees be presented before this would be considered.

Fall Break Brunch: At the retreat in June Dr. Ransdell approved a Fall Break Brunch for the entire campus. This will be a brunch on Thursday, October 8 from 9:00 - 11:00 a.m. in the Downing University Center (or vicinity). The University offices will be shut down from 9:00 - 11:00 in order for ALL employees to be able to attend. Although this is in the infancy stages of planning, the brunch will include:

- Breakfast food
- Entertainment
- Door Prizes

Each employee will be receiving an announcement along with a registration form to be filled out. You will be required to present the registration form at the door in order to be eligible for door prizes. The Fall Break Brunch will be used to kick off the spirit of Homecoming with a theme of Glory Days. More information on this event will be forthcoming - but MARK IT ON YOUR CALENDAR!

NOTE: Employees MUST attend the brunch during these two hours. The University offices will be closed in order to accommodate this. These two hours may not be used as personal time for anything other than attending the brunch.

The Staff Council meeting was adjourned. The next meeting will be Wednesday, August 12 at 2:00 p.m. Any agenda items for the August meeting may be submitted to Linda Cantrell (linda.cantrell@wku.edu) by close of business on Monday, August 3rd. Agenda items may be submitted by e-mail, campus mail, hand delivery, or phone.

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