

The Staff Advisory Council met with University Counsel Deborah Wilkins on December 17, 1997, for a called meeting. After meeting with President Ransdell to get acquainted in November, he empowered us to move to a higher level. We are excited about the future of the Staff Advisory Council and hope to prove to you that we can accomplish things if we work together as a team. Please take the time to read your SAC minutes and keep us informed of your needs. We can only accomplish those tasks or issues we are aware of.

During the meeting with Ms. Wilkins the following topics were discussed:

1. Retirement System - There is concern as to why unused sick time is credited differently for the two retirement systems. After a discussion with Tony Glisson, we wanted to let you know the criteria that needs to be met in order to change the current data of unused sick time.
  - a. Faculty and staff must be uniform in how they accumulate sick time.
  - b. It would cost approximately \$200,000.00 to implement.
2. Baby Changing Tables - baby changing tables will be installed in restrooms in Smith Stadium before the beginning of the 1998 football season and in the men's room at Diddle Arena (no time given).
3. Bulletin Boards - A letter will be sent to the Building Coordinators asking that they appoint someone in their building to see that bulleting boards are cleaned as needed.
4. Vacant Staff Advisory Council seat - The Council has agreed not to fill the seat left vacant by Richard Kirby's retirement due to the time it would take to have a special election. This vacant seat will be filled by a regular election in the spring and be effective July 1, 1998.
5. Web Page - a subcommittee has been named to begin work on a Web page for the Staff Advisory Council. This Web page will be used to post the minutes from meetings and other items of interest to staff members. More details will be forthcoming.
6. Van Meter Speed Humps - The money has been approved for the installation of the speed humps in front of Van Meter and Wetherby. Installation will begin as soon as weather permits. Many thanks to the Traffic and Parking committee for pursuing this initiative.
7. Shuttle Service to the Institute - The shuttle service will be expanded in the Spring semester of 1998 to accomodate the needs of students and/or employees going to the Community College for classes. Details are forthcoming.
8. Classes taken during work hours - The current university policy is silent as to how employees are to count class time. The Council feels that there should be a more uniform policy. Tony Glisson has asked that the Council provide him with ideas as to how a more uniform policy that is fair to all employees can be written.
9. Staff Open Forum - An open forum with the Staff Advisory

Council and all staff members has been set for February 4, 1998. There will be a morning session in DUC 307 and an afternoon session in ~~Garrett Auditorium~~. Details of each session will be sent in a letter to all staff members and all supervisors and directors will be encouraged to allow employee participation. This will be your opportunity to let us know what your concerns are and to voice your opinions. Please take advantage of this opportunity to assist us in getting the true needs of this campus voiced.

*June  
and 9 AM*

10. Institutional Review - Interested employees may find the details of the institutional review on the web at Western Online ([www.wku.edu](http://www.wku.edu)) under News and Announcements.
11. Checklist for employees leaving Western's employments - Human Resources is working on a checklist that all exiting employees would need to complete. This checklist will contain items such as keys, Preston Center Pass, computer loans, campusMCI accounts, etc. Until the project is complete, Linda Cantrell will receive an e-mail from Human Resources letting her know those persons leaving Western's employ so that their campusMCI accounts (if they have one) can be terminated.
12. Self Insurance - This is a topic of great concern to everyone on campus. After a lengthy discussion with Tony Glisson in Human Resources, we agreed that the best way to keep the campus informed was for the Staff Advisory Council to fully understand where we stand. The Staff Council will meet with Tony early in January to discuss plan design and coverage. This is your opportunity to voice your concerns. Let us be your voice.
13. Sick Bank - We have requested that Human Resources write a policy that would allow employees to donate sick time to other employees who have exhausted all of their leave. At this time this is being done on a case-by-case basis. - *Stopped by audit. would need to draft a policy* *until policy written*
14. Graduate Class Tax - It was requested that Payroll look into taking graduate taxes out of paychecks 3 times a year rather than twice a year. Jim Cummings has indicated that this has already been implemented for 1998. The taxes will be taken out in May, August, and December.
15. Campus Clean-Up - There was a proposal that we have another campus clean-up. The Council has decided to look into having an "Adopt An Area" program, much like the Adopt a Highway program administered by the Department of Transportation. Robert Upchurch will provide a copy of the campus zone areas and we will continue to work on the details of this project. The Staff Council would like to see departments, buildings, organizations, or individuals adopt an area to improve on campus. We are hoping to provide incentive rewards for high performance. More details will be forthcoming.
16. Staff Service Recognition Awards - The Staff Council met with Ivy Roberson in Human Resources to discuss ideas that they had concerning awards. This will be discussed further with President Ransdell at our next meeting.
17. Efficiency Ideas - The Staff Council would like to revive the efficiency ideas program. Ideas would be submitted to the Council members and then evaluated. Watch for more details.