

Draft

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

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January 27, 1997

MEMORANDUM

TO: WKU Staff

FROM: Staff Advisory Council
Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)
Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)
Ms. Danna Jacobson (Professional Non-Faculty)
Mr. Richard Kirby (Technical/Paraprofessional)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Ms. Jennifer Roberts (Secretarial/Clerical--Institutional Advancement,
President's Office)
Mr. Robert Upchurch (Skilled Crafts)

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Director of Human Resources Tony Glisson on January 16, 1997, for its regular meeting.

1. Crosswalk and Speed Humps on the Street Between the Planetarium and ESTB

Deborah Wilkins advised the group that the matter had been forwarded to the Traffic and Parking Committee for its review and recommendation. That committee meets at the end of this month.

2. WKU Telephone Directory

Sue Pillow raised a concern that some e-mail addresses had been left out of the telephone directory and that part-time and optional retirement faculty were not included. Tony Glisson agreed to investigate the issue and report back to the group. It was agreed that some attempt should be made to at least include the regular part-time faculty for the convenience of the students.

3. Employee Sick Time (donating to other employees)

Tony Glisson advised the group that there is an informal policy in place at this time that allows one or more employees to donate sick leave to another employee. He is also in the process of reducing this to a formal written policy to be included in the Personnel Manual.

4. Payroll Deduction for Staff Taking Two Graduate Courses

Nancy Bunton inquired whether the university would consider allowing payroll deduction for payment of tuition associated with the second graduate course. Dr. Meredith agreed to explore this with Tom Harmon.

5. Shuttle Service to Institute for Economic Development

Nancy Bunton advised the group that if an employee wishes to ride the shuttle either to or from the IED, that person must either produce a parking tag or pay \$20 for a shuttle pass. This particular employee wished to ride out to the IED to attend a program during the workday and leave her car on campus. She was not permitted to do so without removing her tag and presenting it or paying the \$20.00. Deborah Wilkins will explore this problem with Facilities Management and come up with a solution.

6. Vacation Time Completion Deadline

Richard Kirby raised a concern over completion of vacation time before the end of the fiscal year and suggested that employees be allowed until the end of the calendar year to use their time. He stated that this might be a problem that is unique to the Department of Public Safety. Tony Glisson indicated that he favored a change in the policy of carrying over time but that any change would carry with it a financial obligation. There was general agreement that this was not a general problem on the campus.

7. Jobs for Those Affected by Down-Sizing or Out-Sourcing

Linda Cantrell inquired whether these types of employees were given preference when jobs became available at WKU. Tony Glisson advised the group that these employees, if qualified for a position, were promised an interview, but the University does not guarantee another position or a job. Several services are offered to these employees, however, and information is available in the Office of Human Resources. In the cutbacks Western has experienced previously, only one person has not been reassigned.

8. New Business

Some vacation and sick leave is still not appearing on paychecks. Tony Glisson agreed to investigate but also indicated that part of the problem lies with employees failing to complete and submit the monthly data reporting form.

The lack of emergency lighting in Wetherby Administration Building is still a concern. Deborah Wilkins agreed to contact Facilities Management and find out the schedule for installing this lighting.

The next meeting of the Staff Advisory Council is March 13 at 9 a.m. in the Regents Room.

DTW:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors
Department Heads