

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

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March 11, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Anna Highland (Secretarial/Clerical--Student Affairs; Institutional Advancement; President's Area)
Ms. Danna Jacobson (Professional Non-Faculty)
Ms. Pat Johnson (Professional Non-Faculty)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Mr. Mike Wallace (Technical/Paraprofessional)
Mr. Robert Upchurch (Skilled Crafts)

SUBJECT: Meeting of February 19, 1996

The Staff Advisory Council met with Dr. Meredith on February 19, 1996, in the Regents Room. In addition to the committee members, the following persons were present: Joy Gramling, Tony Glisson, and Deborah Wilkins.

The following agenda items were discussed:

1. Emergency lights in stairwells

In response to a question by Ms. Jacobson on this item, Dr. Meredith will investigate the availability of emergency generators for emergency lighting. Also, Ms. Wilkins will identify the building coordinators for each building on campus and circulate that information.

Two other items: Dr. Meredith reported that the tornado alarm system will be in place on March 13, 1996, and Mike Wallace reported that emergency phones are now in place on all floors of the parking structure.

2. Mimosa Lot

Ms. Jacobson raised questions about the condition of the Mimosa Lot. Mike Wallace believes that this lot is on schedule to receive more gravel. Although the lot needs to be paved, the long-term plans for this lot may call for it to be reconfigured or moved. Dr. Meredith agreed to investigate the possibility of placing a crosswalk in this area for those parking in the lot and crossing Normal Drive.

3. Status of Corroon Study

Dr. Meredith announced that there were some late developments in this study which necessitated the cancellation of the Regent's meeting scheduled for Monday, February 26. Additional time is needed to make some refinements to the consultant's report. The importance of this study and recommendation requires that the information be exceptionally accurate for the Board. This is requiring additional time.

Dr. Meredith indicated that approximately 300 of the 850 employee positions in the study will receive some sort of adjustment in salary as a result of the study. The bad news is that there were 300 employees who need an adjustment in order to be comparable to market; the good news is that over 500 employees are within the market.

The implementation of the study will span several years, but all adjustments in the first year will be retroactive to January 1, 1996. Also, Dr. Meredith and Mr. Glisson emphasized again that there will be no pay cuts as a result of this study! This information has been published in the newsletter, and employees who still have questions are urged to review those newsletters.

Dr. Meredith emphasized the positive nature of this study and the fact that this is the first such study at this university. The next Board of Regent's meeting is scheduled for May 1, 1996, but if the report is ready before that date, another special meeting of the Regents may be scheduled.

4. Staff evaluation forms/personal development

Ms. Pillow suggested that the evaluation forms be modified to provide for recognition of employees who attend professional development or self-improvement seminars related to their job responsibilities. Mr. Glisson agreed that such seminars should be considered in the evaluation process but hesitated to modify the format of the evaluation form to include this. Other committee members also suggested that it would be appropriate for the employee to note this attendance in their goals and objectives.

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5. Print Shop

Ms. Highland expressed a concern over the mechanical problems with the copy center equipment. Dr. Meredith advised the committee that there has been some discussion of "outsourcing" this service. Ms. Wilkins will talk with the appropriate persons to determine the nature of the problems in the copy center, and the feasibility of outsourcing this service.

6. Orientation for new employees

Ms. Highland said that concern was expressed over a lack of information provided to an employee who recently transferred from the auxiliary services to the University. All employees, whether they are employed under a grant, auxiliary, or university, receive the same orientation upon being hired. However, it was agreed that the orientation process could be improved. Tony has been investigating ways to improve this process.

7. Collecting old phone books

Ms. Highland made a suggestion that these books be recycled. Mr. Upchurch indicated his belief that this type of paper could not be recycled. There was a committee appointed to investigate recycling as a whole, and Dr. Meredith agreed to revive that committee and present this issue to them for consideration.

8. Parking

Ms. Highland stated that parking continues to be a problem in the Tate Page Hall area. It is estimated that two-thirds of the lot is reserved parking. In response to a question regarding a new parking garage, Dr. Meredith stated that it now costs approximately \$9,000.00 per space to construct a parking structure, and our present structure would cost \$9 million to build today.

A question was also raised regarding the loss of parking spaces on Big Red Way, behind WAB. Mike Wallace stated that these spaces were lost and the curb painted yellow in order to improve visibility of the crosswalk. There have been two injury accidents and two near misses in this crosswalk area.

9. Work hours for inclement weather

Ms. Highland made a suggestion that the opening of the University in inclement weather be delayed one-two hours, like the schools and other small businesses. Dr. Meredith indicated that this might cause a problem with scheduled classes but agreed to forward this to the Inclement Weather Committee for consideration.