

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

March 2, 1995

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Cathie Bryant (Secretarial/Clerical--Academic Affairs)
Ms. Judy Craft (Service Maintenance)
Ms. Anna Highland (Secretarial/Clerical--President, Student Affairs,
Institutional Advancement)
Ms. Denise Huffman (Secretarial/Clerical--Finance and Administration)
Mr. Robert Upchurch (Skilled Crafts)
Mr. Mike Wallace (Technical/Paraprofessional)
Ms. Pat Johnson (Professional Nonfaculty)
Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of January 24 and February 28, 1995

This memo contains the combined minutes of the two meetings mentioned above.

1. Status of Tornado Alert System. Dr. Meredith reported that Western is working with Warren County government to establish a county-wide system of which Western would be a part. This system should be in place by the spring of 1996.
2. Need for Office Equipment Repair Person. During budget cuts, this position and its associated costs were eliminated for a savings of \$65,000. The total cost expended on an external vendor contract for the repair of office equipment has been \$5,000 to date this year. The yearly total is not expected to exceed \$12,000-\$15,000.
3. Extension of Employee Dependent Grant Benefit. A proposal was submitted that students on this program with certain GPA's would receive a larger tuition grant. This was not approved for budget reasons.
4. Ground Floor of Wetherby. A question was raised regarding plans to remodel the ground floor of Wetherby. Nothing definite has been decided on space utilization in Wetherby. This should be determined sometime this spring.
5. Facilities Management Labor Charges. No change is anticipated in the current policy of doing repair and maintenance work for free by Facilities Management but charging for new items or items that need modification.
6. Vacation and Sick Leave Information on Payroll Check. All of the details are being worked out on this, and this information should be on the checks issued at the end of March.

7. Health Insurance. The campus concern over a potential health insurance situation with the state is causing a number of people in Frankfort to look closely at what is happening to the universities. Staff are recommended to contact our local legislators and any other elected officials that you may know to express our concern over what the state health insurance plan may do to Western Kentucky University. As you recall, preliminary information indicates that the new plan may cost Western Kentucky University up to \$1 million more per year with coverage similar to or less than we now have. The Frankfort number for our three local legislators is 1-800-372-7181.
8. Privatization of Facilities Management. The bids should be out soon with the possibility of a new management company taking over by July 1. A contract will be awarded only if it is in the best interest of Western Kentucky University. A question was raised whether Facilities Management employees would work for the new management company or still be employees of Western. Assurance was given that they would still be employees of Western but would be responsible to the management company for day-to-day operations.
9. Mr. Tony Glisson. Mr. Glisson, Director of Human Resources, was introduced to the Staff Advisory Council. He expressed his desire to work closely with the Staff Advisory Council on a number of issues in the future and to get the Council's reaction on various policies as they are proposed. He also wants to work closely with Dr. Sandra Webb, Director of Continuing Education, on the staff development programs that have been discussed earlier. The session on human relations will be held this spring for all employees. The Staff Advisory Council will review the agenda before it is finalized.
10. Promoting Within. Mr. Glisson is working on a policy to deal with the possibility of promoting from within a department and how that might fit into the overall policies of the institution. More on this later.
11. Wellness Committee. Sharon Young reported that brown bag luncheons are being planned and that a new organization has been formed called The Hillwalker Club. A major event is being planned on April 3. The group hopes that the whole campus community will bring walking shoes and join in. Awards are planned for those who complete a certain number of miles.
12. "Moving to a New Level." The Staff Advisory Council was informed that the Board will meet on March 22 at 8:30 a.m. to consider the document "Moving to a New Level."
13. Staff Salary Study. This study is still under way. Some preliminary data indicates there may have been some problems in the calculation of the data. This is being reviewed for corrections and will be brought back at a later date.
14. Spring Break and Vacation Days. Kemble Johnson is issuing a memo to all Facilities Management employees outlining the options for the students' spring break week.
15. The next meeting of the Staff Advisory Council will be April 18, 1995, at 9 a.m.

TCM:clk

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