

**Western Kentucky University**  
**Staff Council**  
**Meeting Agenda for December 7th, 2016**  
**Fresh Foods Cupola Room**

- **Call to Order** – at 9:44 a.m.
- **Attendance** –
  - *Present:* Matt Davis, LR Kennon, Josh Marble, Mary Nunn, Greg Hackbarth, Dr. Tamela Smith, Kaliegh Belda, Mike Loftis, Jenny Toomey, Jennifer Miller, Dr. Lynne Holland, Phyllis Townsend, Jan Renusch, Tice Edwards, Martha Basham, Laura Upchurch
  - *Absent:* Kelly Scott, Julia Johnson, Connie Spears
- **Reading/Approval of previous minutes** –
  - Minutes were approved with a motion by Josh Marble, and seconded by Jenny Toomey.
- **Staff Council Chair & Co-Chair Report** –
  - Added the open forum to the agenda through the end of June to allow time for staff to come to meetings to address issues or concerns they have. Staff Council may use this time frame to visit constituents.
  - Josh introduced Dr. Lynne Holland as the Administrative Council representative on the Staff Council. Lynn is the Chief Diversity Officer. She shared her role on campus and views on diversity with the council. 5-2683 is her phone number. Josh is appreciative of having an AC/Chief Diversity member as part of Staff Council. Josh inquired about a diversity committee. Dr. Holland explained her vision for the diversity plan.
  - Staff Leadership Institute judging information has been sent to committee members. Josh asked committee to complete judging by this afternoon.
  - Petition was signed to make the treasurer the record keeper of the Staff Council procard.
  - Chair added to the January agenda to review the Staff Council constitution. Numerous revisions are necessary.
  - Added on the agenda for February to create a standing committee for Fall Break Brunch. Josh invited Staff Council members to add to the agendas on the shared drive.
  - Ann Mead spoke about working with younger generation employees coming to WKU. Aaron Hughey has an excellent presentation on this topic. Josh will contact him for guest speaker.
  - Josh attended meeting for honorary degree recommendations. He explained the process to the council.
  - Chair created a petition to list standing committees in the constitution. Greg suggested creating charters for all standing committees separate from the constitution. Josh asked that Greg address that topic in the January meeting.
- **Staff Regent Report** –
  - Tamela updated the Staff Council on the status of Health Services on campus. There was then discussion about the lack of healthcare availability on campus which would exist until a new agreement was made with a health care provider. Dr. Holland will follow up on the concerns of the Staff Council, which include student's inability to get to a doctor if they do not have transportation.
  - Jennifer asked questions about the process for BOR Committees. Dr. Holland and Dr. Smith discussed the processes. The BOR Committees meet one month prior to the board meetings. Typically there are action items to discuss and informational presentations from units across campus. Anyone is welcome to attend and listen to the discussions.
  - Tamela updated the council on the status of the Presidential Search.
- **Treasurer's Report** –
  - No report.
- **Webmaster Report** –
  - Meeting notes are posted. Edited book scholarship page. When will photoshoot photos be ready for the website? Photos taken earlier were not up to standards. TRC studio will conduct a photo session for each SC member to make professional photos.
  - Staff Council polo shirts discussion will be added to the January meeting.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee – No meeting
- Benefits Committee – Meeting will be scheduled in January. Will discuss in January the possibility of inviting HR personnel addressing the SC on new labor laws.
- Budget Council Committee – No report. Dr. Smith had questions about why the committee wasn't meeting.
- Campus Library Advisory Council – Met in October 14th. Discussed taking notes back to staff council. Meeting minutes were to be sent to staff all. Discussed library app to enable virtual checking out books. Discussed roles on the committee.
- Campus Master Planning Committee - No report
- Parking Appeals Committee – Meeting today.
- Parking and Transportation Committee – Logistics for commencement. Disability parking for commencement was discussed. Ridership for ADA shuttle was discussed.
- Preston Center Advisory Board - A question was asked about contacting WKU Health and Wellness Program to see if Preston Center membership could possibly being added to the wellness incentive program.
- Staff Excellence Committee – Chair discussed thoughts about advising all nominees on their nomination.
- Legislative Committee – No meeting. Greg sent a note.
- University Senate – Josh will attend the meeting on Thursday. Campus safety on the agenda.

### **Standing Committee Reports**

- Staff Leadership Committee – Scores due this afternoon.
- Book Scholarship Committee – Evaluate entries as soon as we return from break. Members will score each application and send individual results to Josh. Several applications have been received. There were suggestions to change the scholarship. Josh will follow up with Ann Mead to see if the WKU Store would like to partner with the book scholarship or explore other textbook providers. Matt suggested reaching out to a publisher to donate for the book scholarship. Dr. Holland suggested considering how going outside the university will be viewed. Matt suggested the partnership with the publisher could be in conjunction with the bookstore.
- Staff Satisfaction Committee – Mike reported for Connie. The committee met last week. Reviewed old surveys. Last one available was 2011. Survey was through the psychology dept. Connie will contact Dr. Shoenfelt to partner with the research students. April is the goal for the new survey. Josh suggested work life balance questions. CCDW questions was also suggested.

### **Ad-hoc Committee**

- Staff Council Election Review Committee report. – No report.

### **Old Business**

- Building Coordinators review for submitting maintenance requests.

### **New Business**

- *Review Anonymous Emails for the month –*
  - No emails were received.
- *Staff Leadership Discussion –*
  - Do we want to award a Staff Leadership Institute Scholarship for staff that can't attend due to dept. budget restrictions?
  - Table discussion until a fundraising committee has been established to fund.
- *Vote on Proposal to amend the Staff Council Constitution: Proposal for adding Procurement Card Responsibilities to the Treasurer.*
  - Josh proposed the motion. Mike seconded. No suggestions or concerns. Approved unanimously
- *Campus Safety –* Discuss the possibility of Staff Council receiving detailed training session in upcoming meeting.

- Received email form WKUPD interim chief about the safety training. Josh suggested Staff Council attend a training by the WKUPD. LR saw a plain clothes person walk through the WKU store with an open carry. Dr. Holland asked anyone call her if they had questions about campus safety. Dr. Smith encouraged Staff Council to learn more about campus safety. Josh will contact WKUPD.
- *Staff Council Pictures* - We will all need to make an appointment with Julie Taylor to be shot (with a camera) in the TRC studio. Fun stuff!! We plan to get these completed by end of January.
  - TRC staff will coordinate Staff Council pictures.
- *Staff Recognition Discussion* – Should we be looking into better recognition of tenure such as 5, 10 and 15 years milestones with a gift and recognition. This was a suggestion that came from our Ann Mead meeting.
  - Discussion about retaining employees. Recognition of milestones could help in retention. Josh motioned and Tice seconded to create a committee to explore employee recognition. Mike Loftis, Tice Edwards, LR Kennon, and Matt Davis volunteered for the committee. Unanimously approved to add the ad-hoc committee. Mike will schedule the first meeting. Mike will also contact Ann Mead.
- *Quarterly Meetings with Ann Mead/Tony Glisson* – It was suggested that we begin to have quarterly meetings with Ann Mead and Tony Glisson in order to discuss matters at hand and bounce ideas off each other. We will decide the details of who will attend and how we can prepare for these meetings.
  - Josh detailed how the meetings would be held. Asked for suggestions. Greg and Josh will attend meetings and contact Staff Council members to see if they have any items for the meeting agenda.

### **Open Floor for Addressing Staff Comments, Questions and Concerns**

- This time period has been allotted so that any WKU staff member has an opportunity to address the council. This will become effective in January as our December meeting is in Fresh Foods.
  - LR asked about the Sodexo employees and the dependent tuition discount.
  - Dr. Smith asked if Staff Council knew WKU has filed suit against the retirement system. KRS will not allow employees that moved to Sodexo take their money out of the system. Citing that the employees are still WKU employees and must continue to pay retirement. Discussion about outsourcing and the impact to the university was discussed.
  - Jenny asked possibly reinstating the spouse tuition discount. Dr. Smith suggested the budget council representative look into that.
  - Mary will research how long the dependent discount will continue for Sodexo employees.
  - Josh received a question about the book scholarship and how often can one apply for the scholarship. Mary suggested anyone could apply with no restrictions. Staff Council agreed.
  - Josh addressed the council about how pleased he was with the way Staff Council was going.

### **Adjournment**

Meeting was adjourned at 11:54 a.m.