Western Kentucky University  
Staff Council  
Meeting Minutes for May 10, 2017  
MMTH Regents Room

- **Call to Order --**
- **Attendance --**
  - Present: Martha Basham, Laura Upchurch, Dr. Tamela Smith, Jenny Toomey, Mike Loftis, Matt Davis, Julia Johnson, Kelly Scott, Mary Nunn, Greg Hackbarth, Josh Marble, Kaliegh Belda
  - Absent: Phyllis Townsend, Jennifer Miller, LR Kennon, Connie Spears
- **Reading/Approval of previous minutes --**
- **Staff Council Chair & Co-Chair Report --**
  - WKU Store matched the scholarship and enabled Staff Council to award two $100 book scholarships to staff. Staff Council appreciates the WKU Store’s match for the scholarship.
  - August agenda was updated to schedule a discussion with Ann and Deborah regarding the Fall Break Brunch and Staff Council budgets. Staff Council would like to travel to a Regional Campus for one meeting. This year we were unable to travel due to lack of funds.
  - Josh sent an email to Dr. Holland about the appointment of Kelly Scott as the Staff Council representative to the Diversity Committee.
  - Smoking issues were brought to the attention of the Staff Council about smoking in non-smoking areas especially around Grise. Josh checked the areas of concern. Staff Council is unsure of actions to take for smoking issues due to lack of governance of the smoking policies. Greg motioned to write a resolution to establish an enforcement policy. Josh will contact appropriate person to get a feel of what direction will be taken with the policy. This resolution will be reviewed by email and voted on at the next meeting.
  - LR will present next month to Staff Council the payroll deduction computer purchase program he is proposing.
- **Staff Regent Report --**
  - Dr. Smith discussed the Staff Emeritus for Pat Johnson. The Board of Regents passed this proposal unanimously. Media coverage on this was lacking and Dr. Smith would like to work to gain further recognition for this new designation. The newly appointed Communications Officer will create a press release. Mike Loftis suggested “A View from the Hill” as one method of media coverage.
  - The budget issue was discussed and how the projected formula for budgeting purposes was changed. Staff Regent explained how carryforward was amended to cover shortfalls for this fiscal year. Discussion was held on how budget projections are developed and impacted by enrollment increases/decreases. Recruitment and Retention are continuing to be areas of focus for the university. Josh discussed the changes in the Saudi Student Scholarship, which resulted in a decrease of international students from that area.
  - Renaming of MMTH to Jody Richards Hall has been approved by the Board of Regents. Representative Richards is a former faculty member in the WKU Journalism Department.
  - Dr. Smith spoke with Dr. Ransdell regarding the issue of nonexempt employees teaching classes. She is continuing conversations with Provost Lee on this matter.
  - Dr. Smith will also be working with the Staff Council and Human Resources to clarify certain policies regarding exempt employees and holiday work.
- **Treasurer’s Report --**
  - Nothing to report; no change in account.
- **Webmaster Report --**
  - Book scholarship winners posted on the website; constitution will be added once approved.

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

- University/Academic Calendar Committee—nothing to report.
- Benefits Committee—looking at information for next plan year.
- Budget Council Committee
- Campus Library Advisory Council—nothing to report.
Campus Master Planning Committee—nothing to report.
Parking Appeals Committee—meetings have been attended.
Parking and Transportation Committee—nothing to report.
Preston Center Advisory Board
Staff Excellence Committee—request for nominations was sent out recently.
Legislative Committee—nothing to report.
University Senate—nothing to report.

Standing Committee Reports
- Staff Leadership Committee—nothing to report.
- Book Scholarship Committee—Summer 2017 winners announced; Fall 2017 deadline is August 1.
- Staff Satisfaction Committee—nothing to report.

Ad-hoc Committee
- Staff New Hire Orientation Research Committee—nothing to report.
- Solar Eclipse Planning Committee—nothing to report.
- Staff Tenure Recognition Committee—nothing to report.

Old Business
- Staff Council Constitutional review and ratification—Greg reviewed and explained the changes to the constitution. Josh motioned to approve, seconded by Greg. Unanimously passed.
- Crosswalks on Chestnut – Discuss issues and work on possible solutions—Mike often sees students who use the crosswalk on Chestnut but almost get hit by cars. He spoke with Jennifer Tougas about it, and she said she would bring it up with safety people on campus. North Chestnut lot crosswalk needs to be moved closer to the entrance of the parking lot to improve visibility. Mike will contact Jennifer Tougas to see if she is willing to contact the city about this situation.
- Discussed the possibility of creating a Staff Council Communications Officer- Kelly Scott has volunteered to serve in this new officer role of the staff council.
- Smoking concerns in front of Grise – The Staff Council was contacted about issues. We plan to create a resolution that will address the lack of enforcement of our existing policies. Josh is finding out more about enforcement and will report back in June.

New Business
- Review Anonymous Emails for the month.
- Plan for Staff Council Election in May as well as the SC retreat for June when we user in newly elected members and vote on officer roles.
  - Twelve current council members are continuing for another year.
  - Greg Hackbarth is handling the 2017 election.
  - Staff Council retreat scheduled for June 14.
- Discussion regarding campaign rules; rule related to timing of sending staff-all campaign emails updated. Sending out staff-all emails is now allowed on day of the election.

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.

Adjournment
Meeting adjourned at 12:04 p.m.