

**Western Kentucky University
Staff Council
Meeting Agenda for February 1, 2017
MMTH Regents Room 9 a.m.**

- **Call to Order** – The chair called the meeting to order at 9:04 a.m.
- **Attendance** –
 - *Present:* Jan Renusch, Kelly Scott, Julia Johnson, Phyllis Townsend, Dr. Tamela Smith, Mary Nunn, Mike Loftis, Greg Hackbarth, Jennifer Miller, Tice Edwards, Connie Spears, L R Kennon, Jenny Toomey, Josh Marble, Martha Basham, Laura Upchurch, Matt Davis
 - *Absent:* Kaliegh Belda
- **Reading/Approval of previous minutes** – Josh gave a motion to approve. The motion was seconded by Mary Nunn.
- **Staff Council Chair & Co-Chair Report** –
 - The schedule for December and January meetings accordingly suitable to adjusted schedules.
 - No contact was made with PTS to request an alternate route to include GGC on Nashville Road due to the reopening of GGC @ WKU as of the beginning of spring term. Staff Council feels that an email is needed to make staff aware that the facility is open again, and what services are now offered. Julia will contact appropriate person to request the email be sent.
 - The new President was announced last week. The Staff Council chair was glad to see such a wonderful turnout at the staff forum. Staff Council had a good meeting with Dr. Caboni, and expressed our concerns over work-life balance among other topics. Staff Council would like to keep open ties of communication with Dr. Caboni in the coming months.
 - Jennifer Miller thanked Dr. Tamela Smith on behalf of the staff for her extensive work with the search committee.
 - Greg reported that Staff Council members are interested in Teambuilding & Visionary Leadership workshop through Mindy Johnson.
 - Greg suggested we have procedures for cancelling a scheduled regular monthly meeting. Chair will include on the list of duties.
- **Staff Regent Report** –
 - New President of WKU will be Dr. Tim Caboni. The Staff Regent attended the open forums prior to the BOR vote on the candidate to hear the feedback/comments from the staff, faculty, and students. He officially starts as WKU's President on July 1, 2017. Prior to that time, he will make several visits to campus to start working on the transition.
 - Dr. Smith will work with the President's Office to schedule Dr. Caboni a meeting with the Staff Council as soon as possible.
- **Treasurer's Report** –
 - Issued the book scholarship.
 - \$628.40 in the scholarship fund.
- **Webmaster Report** –
 - Absent

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

- University/Academic Calendar Committee
 - No report.
- Benefits Committee
 - No meeting.
- Budget Council Committee
 - No report.
- Campus Library Advisory Council
 - No report, meets only twice a year.
- Campus Master Planning Committee
 - No report.

- Parking Appeals Committee
 - Meeting today.
- Parking and Transportation Committee
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- Preston Center Advisory Board
 - Meeting February 7th.
 - Mike asked about adding lockers in the locker room for daily use.
- Staff Excellence Committee
 - Timeline is late spring/summer due to award recognition being moved to convocation.
 - Chair would like to see employees who were nominated be notified of the nomination.
 - Chair will look at process and report.
- Legislative Committee
 - No meeting schedule for January.
- University Senate
 - Heavily involved in reviewing presidential candidate.

Standing Committee Reports

- Staff Leadership Committee
 - Chair asked to attend the WKU date for Staff Leadership. He will send date out if any Council member would like to attend.
- Book Scholarship Committee
 - Received many submissions.
 - Winners were notified and scholarships given.
 - WKU Store contacted SC chair to partner with SC on scholarship.
- Staff Satisfaction Committee
 - 2nd committee meeting was held January 31st. Connie distributed to Staff Council members the questions the committee compiled.
 - Dr. Smith offered to help with the survey process.
 - Committee would like to send out the survey in April so we can have the results when the council meets with Dr. Caboni.
 - IRB approval process was discussed. Members voted on getting IRB approval for survey. Chair motioned for IRB approval. Unanimously approved. Connie will start the process.
 - Dr. Smith suggested adding questions on staff satisfaction survey to include thoughts of WKU President and Board of Regents.

Ad-hoc Committee

- Staff emeritus committee Creation: We have our first Staff Emeritus nominee. We need to discuss the creation of a standing or ad hoc committee that will review nominations as they are received.
 - One nomination received.
 - Josh asked for ideas on how we proceed with approval process.
 - Josh discussed making campus community aware of the nomination process.
 - Greg suggested nominations be reviewed at the next scheduled meeting.
 - Dr. Smith reviewed the approval process with the BOR committee and full board.
 - Due to the timeline of the BOR committee meeting, the council decided to vote on the nomination at the February meeting.
 - Josh read the nomination to the council.
 - Dr. Smith reviewed the policy with the council.
 - Josh motioned to approve nomination. Jenny seconded the nomination. Greg abstained from vote due to a possible conflict of interest. Unanimously approved to present to Dr. Ransdell. Josh will submit.
- Election Review Committee
 - Greg shared the strategy of how the election should work. Broader categories were discussed due to lack of participation in some categories. Suggested increasing the number of part-time members on the council. Laura suggested breaking it down by exempt and non-exempt.

- Ideas were discussed about narrowing the categories by division.
- Ideas were discussed about adjusting seats each May.
- Tenure Rewards Committee –
 - Mike, LR, Tice and Matt met and made suggestions on gifts for milestones. The committee will meet with Ann Mead to discuss implementing a program.
 - Discussed automatic review of salary analysis at milestones.
 - Josh asked that Mike email the list to council members so it can be reviewed and give feedback. Please return feedback within two weeks.
 - Recognition at Fall Break Brunch on milestones was discussed.
 - Ideas were discussed about including a handmade piece from faculty/staff for milestone gifts. Many talented personnel on campus that could be utilized for this process.
 - A sub-committee will need to be created to manage.
 - How many employees in each category? Will part-time staff be included? The Council suggested inclusion.

New Business

- Review Anonymous Emails for the month
 - No emails received
- Vote on creation of Fall Break Brunch Planning Committee. Elect members and chair for committee.
 - Josh motioned and Mary seconded.
 - Mike nominated Kelly for Chair. Kelly accepted.
 - Mary, Kelly, Connie, Kaliegh, Josh comprise the Fall Break Brunch Planning committee.
- A review of the Constitution and By-Laws should be conducted every five (5) years, starting in 2012. Time to review! Review the constitution and make notes so that we can be prepared for discussion.
 - A petition needs to be created with five signatures to be brought up in the next meeting.
 - Josh asked for procedure for reviewing constitution.
 - Greg suggested we schedule a meeting to discuss constitution and create a draft.
 - Due to the substantial information in the constitution, a special called meeting should be called to review constitution. All agreed that a meeting focusing on the constitution be called not to exceed two hours.
 - Meetings will detail a specific section of the constitution to review.
 - Josh will create a doodle poll to create a meeting within the next two weeks.
 - Josh reviewed the articles and bylaws of the constitution.
 - Greg suggested one meeting focus on constitution and another focus on bylaws.
 - The constitution will be reviewed at the first special called meeting.
 - Jennifer Miller suggested a footer be added to the pages of the constitution to reflect the dates of revision.
- Concerns with delays with issuance of flex spending debit cards.
 - Dr. Smith suggested Tony Glisson meet with Staff Council about issue. Josh will schedule him as a guest.

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

- Motion to adjourn was made by chair and seconded by Greg.
- Chair adjourned meeting at 11:48 a.m.