



Western Kentucky University Staff Council
Monthly Meeting, January 9, 2019
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Jennifer Miller, Chair) – 9:04 Call to order

Roll Call (Fallon Willoughby, Secretary) – Absent: Fallon Willoughby, Andrew Myers

Approval of Prior Monthly Meeting Minutes

- *December minutes – Preston Center Advisory Board item needs to be altered. Change in regards to campus advisory committee. Mike motion, Chris second. Minutes pass with above changes*

Acknowledgement of Guests/Open Discussion with Staff

Member Reports

Officer Reports:

- Chair (Jennifer Miller) – No December meeting with President Caboni. Attended senate meeting. Letters did not go out to instructors indicating possible termination. No other items to report.
- Chair (Mike Loftis) – Staff election process start back up to review that process and update. Reiterate the importance of getting as many people to take the staff satisfaction survey
- Treasurer (Jenny Toomey) – No report
- Technology Officer (Chris Ware) – Changed the mentor program email to come from the staff council email instead of Josh Marble’s personal email. We need to work on updating the verbiage there as well.
- Communications Officer (Rachel Cato) – Discussed best ways to engage and notify staff regarding the staff satisfaction survey. We need to add our fb and twitter link to every outgoing staff council email.

Staff Regent Report: Dec. 14th BOR met to approve numerous agenda items. Lease agreement of old Alive Center and possible sale. Approval of salary adjustments. A lot of policy discussion in BOR meeting. BOR creating an ad hoc committee to address university policies and presidential power. Met with President and Provost during the month of December, discussed CAPE process and communication between the President and Provost and the university at large.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee (Chris Ware)

- Benefits Committee (Jenny Toomey, Tracy Harkins)
- Campus Library Advisory Council (Fallon Willoughby)
- Campus Master Planning Committee (Katie Muchmore) – architects spoke and were getting information for the new WKU Commons facility.
- Parking Appeals Committee (Monica Hines, Melissa Hamlin, Andrew Myers, Chris Ware)
- Parking and Transportation Committee (Mike Loftis) --
- Preston Center Advisory Board (Andrew Myers) –
- Staff Excellence Committee (Jennifer Miller, David Brinkley)
- Sustainability Champions (Fallon Willoughby, Rachel Cato) –
- President’s Committee for Diversity and Embracement (Monica Hines)

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy)
- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins) Discussion to add supplies to the list of available purchases for awardees. Vote was taken and was passed. Jessica is getting Jenny a list of any unused funds. Jenny is going to remind people of funds remaining at the WKU Store and if they are unused after 12 months, those funds will be returned to the WKUF Staff Council Book Scholarship fund
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers)
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker)
- Election Committee (Mike Loftis, Chris Ware, Rachel Cato, Fallon Willoughby, Jessica Harper)
- Staff Mentor Program Committee (Chair: Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley) –

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Monica Hines, Desiree Blaine)
- New Employee Training Committee (Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley)
- Executive and Budget Auxiliary Committee: Kimberly Nessler has volunteered to represent staff on the Space Allocation Committee for the RAMP model. The Council discussed and voted unanimously.

Council Business

Discussion of the council stressing the need for training and development on this campus.

Discussion of the merit process and changes the council would like to see in the future. Guidelines for consistency is necessary university wide. Council is aware that Human Resources is working on a plan for future process.

Asking about the possibility of getting Friday, July 5th off, since the University holiday of July 4th falls on a Thursday and we will be on summer hours. Jennifer will pose this to Human Resources and President Caboni.

Discussion

Council Email Review

Asking about the possibility of getting July 5th since July 4th is the holiday on a Thursday and we will be on summer hours. Jennifer will pose this to President Caboni.

Announcements

Next Meeting Date/Time/Location

- February 14, 2019, 9:00 A.M., TBD (President will be at February Meeting).

Notable Events

- Board of Regents Committee Meetings: February 8, 2019, Regents Room, JRH
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Adjournment: Meeting adjourned at 11:00