



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
-

Adjournment: Meeting adjourned at 11:00



Western Kentucky University Staff Council
Monthly Meeting, February 14, 2019
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Jennifer Miller, Chair) – 9:00

Roll Call (Fallon Willoughby, Secretary) – Absent: Rachel Cato

Approval of Prior Monthly Meeting Minutes

- January minutes – Jenny motioned, Monica seconded. All in favor, approved.

Acknowledgement of Guests/Open Discussion with Staff

Guest Speaker at 9:00 AM – President Caboni (summarized notes from the discussion):

President Caboni acknowledged the immense pressures we are all under (particularly in the past year and a half). He expressed his gratitude for the work, patience, and the positive outlook from the staff. President Caboni referenced an article about another university that was in a similar position as WKU last fall (9 million a year deficient); however, that university did not address their issues and now it is going to take them 20 years to get back to where they were six years ago.

The President understands that great change causes uncertainty, and uncertainty causes fear. The university is beginning to see the results of the changes that have been made such as, improved retention rates (especially minority and first generation). He recognized a process change related to holds on student accounts for small amounts of money, which were hindering our students from enrolling in classes. Eliminating those types of holds is critical to their success and we have to be self-critical of what we are doing. He discussed the CAPE process which is asking faculty to evaluate themselves. He notes that programs we offer should make fiscal sense. The first year village was mentioned and was explained to be an intervention around living and learning communities – built to support retention of students. WKU will be launching the Summer Bridge program for students with 2.0 to 2.5 GPAs. Every student we admit should stay and graduate in four years. Admitting people when they are not prepared is something we should not do and the Summer Bridge program will be a catalyst for effectively improving that matter.

The President agreed that the merit raise was not perfect; however, the 4% pool was a remarkable accomplishment for the budget crisis. The process was handled differently across campus. The raise was not only about money, but also about having conversations, sometimes difficult conversations. Our leaders were supposed to talk with us – but it didn't always happen. Our leaders should know who is doing what, and be willing to have hard conversations and be open to change. If you don't know who is doing what, if you can't have hard conversations and can't do change, you don't need to be in that role.

The President opened the floor for questions:

Ronda Sullivan asked about the regional campuses and how they fit into the overall strategic plan. The response highlighted a long-term commitment for regional campuses, and the need to appeal to local jobs needs and the regional workforce. For example, instead of offering a history degree at Glasgow – we should focus on manufacturing/healthcare majors that are connecting to the economy. Also, there will be a Paralegal program in Owensboro. The campuses are not going away.

Tracy Harkins asked about a long term commitment for pensions due to the email that was sent out late on the 2-13-19: There is much linked to the KERS system and state universities' contribution rates are at 47% and will go up on July 1 to 84%; that is a 7 million charge next year. The President has been working with other university presidents on lobbying the legislature. Pension costs and healthcare costs continue to rise; however, the new bill would allow you to stay in KERS if you want, or remove yourself from it with your vested money, you would be placed in a personally controlled retirement fund. New hires would automatically be placed in ORP. WKU will pay their bill for those retired and still in, but at a set cost. There would be sessions to help employees decide what to do. More information about the status of the bill will be shared once an update is known.

Jenny Toomey asked if there would be more cuts: There will be no more faculty/staff cuts. If there are reductions it will occur within departments/etc., it will not be university wide. These will be decisions made by deans.

According to the President, this is culture change. This is a different way of thinking about our business, and focus on every student's individual success. Our job is dependent on their success. This has been an adventure and you can learn from everything; trying things, going to scale, figuring things out. The President ended with saying, "I thank you for the work you do."

Guest Speaker at 10:30 AM – Dr. Jennifer Tougas, Parking & Transportation Update

Dr. Tougas mentioned that they are looking for other ways to being in money, including federal funding for ridership and working with the city. The first year village will be changing several of the parking lots. She also mentioned that in their survey, F/S can find parking and are not frustrated. Everyone wants permit prices low, everyone wants more parking. There are Pay as you go permits – pay for the days you are here (\$25 to get it, pay for it as you use it – came with 5 days of parking). If you change your permit, there is a refund up until spring break and you can get a refund if you leave the university. The transit service is greatly appreciated, especially the ADA service. Thanks to the cut through on Emmett, they were able to eliminate the need for 2 buses on the white line and saved \$109K saving over the last year. They did lose ridership from the change in enrollment and change in classes at South Campus. Decrease in use of Green line because of decrease in international students. On prices, we compare favorably with peer institutions. There is a proposal of a 3% increase of permit fees (around \$5 for most permits).

Member Reports

Officer Reports:

- Chair (Jennifer Miller)
 - Meeting with President: Discussed the upcoming House Bill regarding KERS. Other items discussed were mentioned during today's discussion.
- Vice Chair (Mike Loftis)
 - Staff Election Committee – is hopeful that at the next meeting we will present changes
 - For Staff Council there will be up to 5 at large spots open.
- Treasurer (Jenny Toomey)

- The Book Scholarship has been delivered for spring
- All auction items delivered.
- 3 gift cards remaining from winners from survey
- Staff Council Balance – in the red 300 dollars, will be gotten to 0 by the end of year
- Staff can donate to book scholarship at any time
- Technology Officer (Chris Ware)
 - Updated Mentor email that goes to all new hires
 - Photos on the website are all updated
 - Working on updating categories for everyone on there
- Communications Officer (Rachel Cato)
 - Out

Staff Regent Report – David

Board committees met on February 8th. TV/Radio have separate audits from the university and they were approved. All will come up for final vote on 3/1/19. Tuition and mandatory fees increase – there was quite a bit of discussion from Higdon and Johnson. What was the financial difference in rounding down – she said it was \$40k to 50k, it is significant individually but not overall. Finance likes to do numbers that can be easily divided by 12 – they did that last year – there is difficulty in the math if the dollar amount was included. Jennifer Miller gave a quarterly internal audit report. Approval of sabbatical leave requests. Information items about CAPE review from Dr. Price. Regent Claus had several discussion points and other points on comments. There were issues with CAPE because One college made it public, and another locked their recommendations down. There is a Need for greater communication. For the Student Affairs committee, Chris Jensen presented on retention. College Heights acquired Minton property. No cost to university: Minton donated 400k, other donations made up the price. There were Questions about empty space in Alumni center. Would the foundations come together and all operate out of one building? No vote on this.

As a note: Based on recent news, David is not leaving the university. His wife will be moving to UWF.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee – meeting last Friday, voted for proposal – 2 options, voted on option 1.
- Benefits Committee – n/a
- Campus Library Advisory Council – not met
- Campus Master Planning Committee – February’s meeting was canceled, they are meeting in March, focused on WKU Commons in January (at Helm), walkways and access to buildings.
- Parking Appeals Committee – haven’t met yet, but all meetings were recently set up.
- Parking and Transportation Committee – Fees may go up, information covered by Dr. Tougas.
- Preston Center Advisory Board – They met last week. The phase 3 project is on hold. However, it is up to donors on where their money goes, so they are still going to look at getting money and try to get the rock wall. They will be presenting a way to have F/S membership covered through Health/Wellness Benefits Committee
- Staff Excellence Committee – n/a
- Sustainability Champions – They have appointed a new interim Officer of Sustainability, however next year the office reporting structure may change.
- President’s Committee for Diversity and Embracement – n/a

- University Senate – Updates to senate charter are coming up and budget updates as well. The Chair is a member of CAPE committee and added to Council of Academic Deans (renamed groups, CAD – Dean’s & provost, executive group - associate provost and budget officers, etc., CAD+ - Academic Affairs Council – everybody plus Faculty Senate Chair. Tried to gather interest for new senators. There will be edits to handbook. SEC is being driven out of their space in HELM and are looking for new home. Discussed the rise in retention rates. SGA President was not present. Registrar talked about online catalog for undergraduates hopefully going life next academic year.

Standing Committee Reports: None for all

- Staff Leadership Committee – n/a
- Book Scholarship Committee – Scholarship awarded.
- Staff Satisfaction Committee – Awaiting results of the survey.
- Fall Break Brunch Planning Committee -n/a
- Election Committee – Meeting on 3/1/19
- Staff Mentor Program Committee – meeting during Spring Break

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee – n/a
- New Employee Training Committee- n/a

Council Business

Strategic Plan – the new Steering Committee needs a representative form Staff Council, as the president has also asked for volunteers. 1 or 2 year terms. This committee will be checking metrics and things being measured as they go. They will be monitoring and measuring success of the plan. Monica Hines volunteered.

The Staff Satisfaction Survey: Results should be known soon, hopefully in time for March meeting.

Discussion

Council Email Review

There was one anonymous email that will be given directly to the president about pay raises.

Another email was about time sheets, and has been given to payroll. Per the payroll office: “We are moving forward with a plan to have everyone record their time in TopNet. This plan would be similar to the paper timesheet in place now with employees recording their time in and time out in TopNet and submitting to their supervisor at the end of every pay period for approval. Time keeping is tedious and repetitive but it is very necessary to complete timely and accurately - on paper and/or electronically.”

Announcements

Next Meeting Date/Time/Location

- March 6, 2019, 9:00 A.M., Jody Richards Hall, 2nd Floor

Notable Events

- Board of Regents Meetings: March 1, 2019, Regents Room, JRH
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Adjournment – 12:01 pm



Western Kentucky University Staff Council
Monthly Meeting, March 6, 2019
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

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

Jennifer welcomed guests.

Roll Call (Fallon Willoughby, Secretary) – Not in attendance: Mike Loftis, Jennifer Toomey, and Christopher Ware

Guest Speaker at 9:00 AM – Dennis Chaney, Barren River Health District

Mr. Chaney is part of the BRIGHT Coalition who were responsible for writing a grant from the American Cancer Society (Tobacco Free Generation Campus Initiative). So far 81 institutions have received one of these grants to help their campus become smoke/tobacco free. WKU has created a task-force charged with creating a plan to make our campus smoke/tobacco free. The plan includes the drafting and implementing a new policy, which is scheduled to be finalized in the near future. Issues also being addressed by the task-force include marketing, compliance, and cessation assistance related to students and employees. Mr. Chaney stated that compliance issues are still being addressed, but generally these types of policies are self-enforcing. Mr. Chaney mentioned a cultural issue that Kentuckians struggle with because KY has produced tobacco for generations. Thus it is important to educate on what tobacco is costing Kentucky in terms of health issues, medical issues and taxpayer dollars.

Questions from Council members included the following topics:

- *Enforcement aspects, whether people could smoke in their car, and how do we re-educate or work on getting people to follow it (after games, in rented out areas, etc.).*
- *Potential economic impact as well as recruitment issues.*
- *Phase-in method for implementing a policy.*
- *Noncompliance citations and reporting violations.*
- *Objective of the policy.*

Mr. Chaney answered that the objectives of the process are for overall health purposes. WKU is the last state funded university without this type of policy. WKU wants to improve the health and well-being of our population. To speak to economic issues, our employee work force ranks last in health in the country – insurance rates are higher because of smoking/tobacco use. This impacts new businesses coming into Kentucky, such as health benefit costs and lost time worked. Mr. Chaney stated that BRHD is working with schools to education about vaping/e-cigarettes, etc. Schools are implementing Smoke Free Policies as well throughout the state, including vaping, etc.

Approval of Prior Monthly Meeting Minutes

- *February minutes – changes to wording throughout. Motion (Christy) and seconded (Tracy). All in favor.*

Acknowledgement of Guests/Open Discussion with Staff

Ruthene Glass (Gordon Ford College of Business): Wanted to know how the KERS change was going to affect staff. Ms. Glass mentioned the email about KERS which addressed the new bill being proposed. She questioned whether or not the KERS sick day policies will be changing. Ms. Glass also had other concerns such as the fact that employees are worried their jobs, as they still feel insecure, and are afraid of jobs being consolidated or replaced by technology. There is also the concern that if the retirement cost to the university cannot be absorbed, and people will be bought or replaced, then employees need to be made aware of it.

Answer from various staff council members: Per our understanding from what the President spoke about during our February meeting, the new bill would mean that new employees could not select KERS as a retirement plan option, and current employees (whether vested or not) would have the choice to opt out or stay in it. Any future changes to KERS and the actual way it works would only be legislative changes, not from the university. However, the bill is only currently in the House, and has to make it through many more rounds before a full vote. As written, the bill could positively impact current KERS employees. Universities are trying to put policies in place to control costs associated with KERS. According to Jennifer Smith via text to David Brinkley: The bill is about employee choice (determining the type of retirement they want) – if any current employee wants to keep their KERS pension, they will be able to do so. Benefits should also stay the same (in reference to sick days).

For any current updates: <https://www.wku.edu/govrelations/legislativepriorities.php>
House Bill 358:

Member Reports

Officer Reports:

- Chair (Jennifer Miller) – Jennifer asks us to think about some of the goals that we want to achieve before July based on our original list. Jennifer spoke to Staff Leadership Institute about Staff Council. Many did not know about staff council, and were interested.
 - **Meeting with President:** Expressed gratitude to the President for attending the February Council meeting and noted that the visit enlightened our Council members about his vision for the campus. It was suggested that the President consider meeting with other smaller groups across campus to share the same message.
 - **Meeting with Provost:** Discussed her vision for communication across campus and creating a team framework/methodology with the college Deans. It was suggested that the Provost, much like the President, should consider participating in conversations with smaller groups across campus, specifically, attending departmental faculty retreats.
- Vice Chair (Mike Loftis) - absent
- Treasurer (Jenny Toomey) - absent
- Technology Officer (Chris Ware) - absent
- Communications Officer (Rachel Cato) - Social Media is not picking up or growing in viewership – do we want to get rid of it? There is a question of low participation because of low morale across the university. Feedback from the rest of Staff Council: It is a good tool to have to share messages. We have to be consistent with our message. We do need to remember that minutes from the meetings go out, and all are allowed to come to meetings, so social media does not

have to share everything. Staff are also able to call and contact any member of staff council.

Some ideas for the future:

- Open office hour each week or month for staff council members, and lobby area forum where we could meet with staff as they have concerns.
- Sharing pictures of guests or of meetings
- Showcase Staff members individually
- Chance to win gift cards by sharing social media

Staff Regent Report

There were a few major items to report from the Board of Regents meeting:

- The transfer of property of the Minton House for the College Heights Foundation – David Brinkley asked if there were any additional university funds being requested to help maintain the property and the answer was no.
 - David expressed concern about the management of foundation funds across the university.
- Athletic Director, Todd Stewart, was approved to receive a salary increase. The increase is funded by the Hilltopper Athletic Foundation, which had budgeted for the change.
 - David believes that the Board should be approving budget items before they take effect, not after, and is working on a solution for this. David was adamant that the university would not contribute E & G funds whatsoever to pay for any increase of his salary – nor would the increase effect any academic scholarships or athletes. It will not cost the university any more money.
- The board acknowledged the President's fulfillment of certain metrics in his contract, which awarded Dr. Caboni a one-time bonus of \$40k – it is not a salary increase.
 - Question from staff council: are there any more contracts that will award bonuses in the future for the President? Answer: There are more metrics to be met in the contract, and they get more difficult, but if he does meet those he will get more money. They can be amended but that has not been brought up. David will have input on those in the future.
- Multiple individual raises/merit raises put forth, there were only 2 that David disagreed with, but if he voted no it could have put all of them on hold. Therefore, in order to be fair to all, David voted yes.
 - David expressed the need for policies and procedures to provide a way to handle specific issues in a document that is slated to be voted on in full.

Open Discussion- David addressed an earlier issue brought up about morale on campus. He stated that the President will tell you that we have turned a corner. David has stressed back to the President that we need to make sure everyone else on campus knows this. We discussed the need for improved mid-level communication, noting that based on conversations with our constituents, that there are pockets of leadership (i.e. Deans, department heads, supervisors, etc.) that possibly have not communicated information in a way that sustains better morale. Although the level of communication from the President and the Provost has increased since January 1st, Jennifer Miller and David Brinkley have both suggested the President go on a quasi-campus tour and meet with small groups similar to his visit with the Council in February. The people who have a direct line to the President see the change and the vision, but it is not translating to anyone else, potentially due to lack of leadership from upper management.

- Other comments from council members: –
 - Staff reporting to faculty feel unsupported (consistent topic across the board)
 - It's important to be able to see the leadership and feel the change and get an occasional appreciation. It would be nice to see the President around.

- The lack of having a stable environment is impacting morale.
 - A suggestion would be for the President to share information with mid-level staff during staff meetings – positive messages.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee – n/a
- Benefits Committee – n/a
- Campus Library Advisory Council – n/a
- Campus Master Planning Committee - Committee members were provided a draft of the “WKU Campus Master Plan 2019” and asked to review and provide feedback.
- Parking Appeals Committee – n/a
- Parking and Transportation Committee – n/a
- Preston Center Advisory Board – n/a
- Staff Excellence Committee – n/a
- Sustainability Champions – An interim Sustainability Officer has been appointed. The Office of Sustainability is still up in the air so far as placement. Fallon, Rachel and the Sustainability Office are working to coordinate the Earth Day Festival on April 18th, 10 AM-2 PM at Centennial Mall. Departmental tables and volunteers are welcome and encouraged.
- President’s Committee for Diversity and Embracement – n/a
- University Senate – n/a

Standing Committee Reports:

- Staff Leadership Committee – n/a
- Book Scholarship Committee – n/a
- Staff Satisfaction Committee – Met to go over the Staff Survey results and plan move of action.
- Fall Break Brunch Planning Committee – n/a
- Election Committee – Met and reviewed current changes planned to the constitution and bylaws. Decided to do some more editing on them before presenting this information to the Council.
- Staff Mentor Program Committee – Fallon Willoughby met with Randall Bogard to go over some mentor expectations and a training program. Will meet with full committee on 3/7/19 to discuss ideas and a path moving forward.

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee – n/a
- New Employee Training Committee – on hold

Council Business

WKU Legislative update – addressed earlier in the minutes.

Staff Survey – The Staff Council Satisfaction Committee and the President have seen the survey results. The board will be given the survey results when they meet for committees in April (Just like the Faculty survey). All of Staff Council will see the survey results after the meeting. Four comments with names will be redacted, as they have been in the past. The Staff Council satisfaction rating did go up. The results will be posted on the website when the February minutes are sent.

Discussion

Council Email Review

FY2019-2020 holiday calendar (two emails now) – The idea for July 4th days changing (getting the Friday off instead, or perhaps both days off) has been presented to the HR Staff, as HR are the ones who create a calendar and present it to the President’s Cabinet. This has not yet been done for the next fiscal year or summer.

Nonexempt/exempt statuses and possible changes-Per Payroll Manager, the change in the FLSA regulation remains in perpetual pending status. Once the dollar amount threshold is decided and approved by the federal government, the transitional group’s payroll schedule will be finalized.

Questions regarding new time keeping method – Per Payroll Manager, we are moving forward with a plan to have everyone record their time in TopNet. This plan would be similar to the paper timesheet in place now with employees recording their time in and time out in TopNet and submitting to their supervisor at the end of every pay period for approval. Time keeping is tedious and repetitive but it is very necessary to complete timely and accurately - on paper and/or electronically.

Announcements

Next Meeting Date/Time/Location

- April 3, 2019, 9:00 A.M., Jody Richards Hall, 2nd Floor

Notable Events

- Board of Regents Committee Meetings: April 12, 2019, Regents Room, JRH
- Commencement Ceremonies: May 10, 2019, Houchens Industries-L.T. Smith Stadium
- Special Recognition Ceremonies by college: May 11, 2019, E.A. Diddle Arena

Adjournment – 11:31 am



Western Kentucky University Staff Council
Monthly Meeting, April 3, 2019 (9:00 AM)
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Jennifer Miller, Chair) – 9:03 am

Roll Call (Fallon Willoughby, Secretary) – Absent: Mike Loftis, Jessica Chaney Harper, Desiree Blaine, Rachel Cato, Crystal Walker, and David Brinkley

Approval of Prior Monthly Meeting Minutes

- *March minutes – revisions to be made, vote will take place via email*
 - *UPDATE: Minutes were unanimously approved, time stamped approvals have been saved on the Staff Council shared drive*

Acknowledgement of Guests/Open Discussion with Staff

Member Reports

Officer Reports:

- Chair (Jennifer Miller) –
 - **Meeting with President:** Discussed the request from HR for Staff Council members to be part of a focus group for the Sibson Consulting firm. The project is directly related to a compensation study being conducted by the firm. Discussed different options for summer hours, upcoming finalization of the re-vamped tuition waiver program and the latest update on KERS status. Summer hours will be discussed by the members of the Cabinet. The tuition waiver policy was still being drafted. The status of KERS was still not final, but a tiered system had been proposed.
- Vice Chair (Mike Loftis) – No report
- Treasurer (Jenny Toomey) – No report
- Technology Officer (Chris Ware) – No report
- Communications Officer (Rachel Cato) – absent

Staff Regent Report

Board of Regents will have a full agenda for the April committee meetings (4/12/2019). Thursday (4/4), David will have a call with Dr. Caboni & Provost Ballman updating him on the CAPE process. All Regents will be contacted on Thursday. If any member of the Staff Council has input for the Academic Affairs committee of the BOR, feel free to email or call David.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee - none
- Benefits Committee – Weight Watchers will be reinstated as a benefit but the methodology will change. Participants will have the option to use the mobile app or go to the Campbell Lane location for meetings. No on-campus meetings will take place.
- Campus Library Advisory Council - none
- Campus Master Planning Committee – The committee viewed the latest schematics for the WKU Commons project, specifically in regard to accessibility, pedestrian traffic flow, and parking. Additional changes may occur to ensure the project is in line with the Hilltop Study. Demolition activities should begin in June, with much of the construction work beginning in September 2019. Project completion is scheduled for spring 2021. The committee briefly discussed WKU’s (CEC/KAP) anticipated partnership with LifeWorks, which is a non-profit entity that received grant and donor funds to establish a post-college residential experience.
- Parking Appeals Committee – none
- Parking and Transportation Committee – Tougas presented new plan to the committee. Voted on permits to increase \$5 across all categories.
- Preston Center Advisory Board – changing weekend hours, possibly.
- Staff Excellence Committee - none
- Sustainability Champions – none
- President’s Committee for Diversity and Embracement – no meeting.
- University Senate – Voted in favor of an Administrator salary policy change. Discussed a budget change of \$50,000 approved for Senate – may consider paying officers \$1800 to serve (not approved as of now). May use funds for professional development. Wrapping up Title IX committee investigation/recommendations.
- Strategic Plan Implementation Committee – A Kickoff meeting with the President took place. Members were charged with interviewing individuals in leadership roles on campus, which will drive how the committee goes forward. Everyone was assigned areas to interview – President’s Cabinet members, Provost, Deans, etc. The committee was asked to rank the three main areas of focus in the current strategic plan: the students, the hill, and the community – while the students were the obvious choice as first place, there is also the idea of the hill coming first so that it can better take care of the students. Slow progress but good things are coming from this committee.
- Executive Budget Committee – no report.

Standing Committee Reports:

- Staff Leadership Committee - none
- Book Scholarship Committee – Council voted in favor of offering 1 summer scholarship.
- Staff Satisfaction Committee – Final survey results are posted on the Staff Council website and will be provided to the Board of Regents. Question raised of having graphs on future survey results.
- Fall Break Brunch Planning Committee – Discussed moving Brunch to Lunch, as well as seeing what options could be available. Staff Council plans to begin gathering donations earlier, and to change how donations are handled at the function.
- Election Committee – Working on the details of the Staff Regent process.
- Staff Mentor Program Committee – working on training guidelines, mentor/mentee information, and possibly “Speed-Dating” type sessions for introductions.

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee - none

- New Employee Training Committee – on hold
-

Council Business

Greg Hackbarth will be resigning from his seat on the Staff Council as of June 30th.

Sibson Consulting focus group meeting – The purpose of our focus group meeting is to gather information from key stakeholders who will be impacted by a compensation study. They want us to nominate two council members to the staff compensation committee, which will focus on the development of the compensation structure. Focus groups are one-hour, one-time sessions. Our meeting is April 11th at 9:15. Questions we have include what is the overall objective of this exercise, how will all of the objectives be carried out / funded and funded and what are the long-term goals?

Council for Postsecondary Education President will be visiting campus on April 18th and has invited Staff Council to lunch.

Reminder for all Staff Council members to RSVP for the function at the President's House.

Discussion

Tracy shared her thoughts related to the removal of Dr. Snyder from the Dean position in regard to the negative impact it had on those directly working for/with him (her husband is a professor in the history department). Tracy discussed the need for WKU to set a better example of how to treat employees and she hopes that WKU can do a better job in the future.

Council Email Review

Concern about the perception of shifting to part time employees based on an email from the Provost regarding a recently vacated full-time position – Staff are receiving messages about multiple VP positions at high salaries, and are then emailed about cost saving measures being taken by switching a full-time staff position to part-time, which is a key driver in the assumption that this cost saving measure would become a common method. Staff Council discussed that we are not aware of any shift related to going from full-time to more part-time employees. We understand that there are multiple issues related to job titles and job descriptions not matching across campus, which may be a driving factor for misconceptions about job duties. However, it is key for leadership to be aware of certain perceptions related to the changes occurring within the organization and how those messages are communicated.

Asking if Staff Council can have a petition to reinstate Dr. Snyder as Dean: Staff Council cannot back a petition because the appointing of Deans is ultimately the Provost's decision, but we can have discussions. Staff Council understands that staff are afraid to speak up. We appreciate that President Caboni spoke with the Potter College staff/faculty about the issue.

Announcements

Next Meeting Date/Time/Location

- May 1, 2019, Regents Room JRH – 9:00 am

Notable Events

- Board of Regents Committee Meetings: April 12, 2019, Regents Room, JRH
- Commencement Ceremonies: May 10, 2019, Houchens Industries-L.T. Smith Stadium
- Special Recognition Ceremonies by college: May 11, 2019, E.A. Diddle Arena

Adjournment – 11:10



Western Kentucky University Staff Council
Monthly Meeting, May 1, 2019 (9:00 AM)
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Jennifer Miller, Chair) – 9:03

Roll Call (Fallon Willoughby, Secretary) – absent: Jennifer Toomey, Ronda Sullivan

Approval of Prior Monthly Meeting Minutes

- *April minutes – Approved*
- *Update on March minutes approved via email votes and noted on April document – approved and passed unanimously*

Acknowledgement of Guests/Open Discussion with Staff

Member Reports

Officer Reports:

- Chair (Jennifer Miller) –
 - **Meeting with President:** Discussed how to enhance the presence of the Staff Council on campus and discussed the upcoming election. Inquired about the Family and Medical Leave policy being unchanged on the policy web page, even though the changes were announced at the 2018 Convocation. Requested an update on the Tuition Waiver Program policy and noted that the new policy had not been signed-off yet, but an announcement to campus would go out soon.
 - **Staff Council Officers Meeting:** Officers met to discuss the upcoming Staff Council election and review the election documents. We also discussed potential changes to the Council's bylaws to reflect the Election Committee's work related to the election process, the inclusion of a clause related to council business being voted on via email, and other matters.
- Vice Chair (Mike Loftis) – No report
- Treasurer (Jenny Toomey) – No report
- Technology Officer (Chris Ware) – No report
- Communications Officer (Rachel Cato) – No report

Staff Regent Report

4/12/19 – BOR Committee meeting day. CAPE Process brought up for approval and was approved by the Academic Affairs Committee. The CAPE Recommendations will now go to Board for a full vote later this month. David Brinkley was appointed to the Nominating Committee for nominating new Board of Regent officers for the upcoming fiscal year.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee - none
- Benefits Committee – none
- Campus Library Advisory Council - none
- Campus Master Planning Committee – none
- Parking Appeals Committee – none
- Parking and Transportation Committee – none
- Preston Center Advisory Board – none
- Staff Excellence Committee – *call for nominations was emailed to the staff community.*
- Sustainability Champions – none
- President’s Committee for Diversity and Embracement – none
- University Senate – *A letter from Dr. Snyder was read aloud to the Senate. The Senate voted on a proposal to change a portion of the University’s policy on policies, which would clarify/define the Senate’s authority over the process of approving or revising policies within Academic Affairs. Discussed the collaboration between HR, Staff Council, and Faculty Senate to compile and document guiding principles related to the merit process; the document will be submitted to the President and Sibson Consulting group.*
- Strategic Plan Implementation Committee – *4/17/19 – finalizing input from committees, interviews with department heads/leadership are ongoing; plan to create an online blanket document for everyone to see once finalized.*
- Executive Budget Committee – *short time frame to review the scope of everything, but the group has pulled together and done a great job. The committee’s recommendations have been reported to executive leadership.*

Standing Committee Reports:

- Staff Leadership Committee - none
- Book Scholarship Committee – *call for summer applications was emailed.*
- Staff Satisfaction Committee – *none, but will plan to conduct the survey again next year.*
- Fall Break Brunch Planning Committee – *Proposing ideas for next year and deciding how to continue improving the event.*
- Election Committee – *to be discussed in Council Business.*
- Staff Mentor Program Committee – *discussed the potential inclusion of a speed networking event for mentors/mentees, as well as training, and applications.*

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee - none
- New Employee Training Committee – none

Council Business

Election process changes based on recommendations from the Election Committee – It has been proposed to change the multiplier that we use to calculate our number of members for staff council. It would give us 3 more members. Because of a lower number of staff members at all three Regional Campuses, we have also spoke with and reached an agreement with the Vice President of DELO that

regional campuses will now have one appointed member from any one of the three campuses. All of these changes will be updated in the constitution and bylaws.

Due to the recent vote via email for the minutes, it was also noted that the bylaws do not include guidance about voting taking place outside of a regularly scheduled meeting – We are verbiage into the bylaws to provide a process in the future. This change will also allow the Council to approve minutes more timely. The wording was drafted together during the meeting and added in Article VII, Section 4.

We noted grammatical and numbering errors in the current constitution and bylaws. Fallon Willoughby has offered to edit these.

A Motion was made to approve all of the above – Consent Agenda, all in favor, none opposed. Passed.

Vote for Election Dates for Staff Council Election 2019 – Passed Unanimously.

Update: Council for Postsecondary Education President Visit – The meeting was interesting. The new president went over his goals for his time in office, and questioned us on what could be done to help us in higher education.

Discussion

Council Email Review

Special Position appointment – We understand the frustration surrounding special appointments. However, the provost did have a contract that must be upheld, and according to policy, the President can make special appointments.

Camp Big Red – Some have concerns about the drop off/pick up times of Camp Big Red in terms of the new summer schedule and only a 30 minute lunch. We will pass on these concerns to those in charge of Camp Big Red.

30 Minute Lunch – there is concern because of the limited campus dining options open during summer (especially at top of hill) – Bates Subway/Fresh will be the only two options this summer. Staff Council has sent the question to Dining

- **RESPONSE:** Each year we [WKU Restaurant Group] review the hours of the prior year taking into consideration any feedback we received as well as what will be happening on campus during the summer. This summer the major renovations and construction process of Helm library will be taking place which opens up many different concerns/issues when trying to offer a food option at the top of the hill. For this reason we decided to have the Subway @ Bates location open rather than the Subway in Garrett Conference Center.

We feel confident that we will be able to get customers through either Fresh Food Company or Subway @ Bates in a very timely manner so they can still enjoy eating on campus even with having only a 30 minute lunch.

Announcements

Next Meeting Date/Time/Location

- June 5, 2019, 9:00 AM – 2:00 PM: Annual Staff Council Retreat, Chaney’s Dairy Barn.

Notable Events

- Board of Regents Meeting: May 10, 2019, Regents Room, JRH
- Board of Regents Committee Meetings: June 21, 2019, Regents Room, JRH
- Commencement Ceremonies: May 10, 2019, Houchens Industries-L.T. Smith Stadium
- Special Recognition Ceremonies by college: May 11, 2019, E.A. Diddle Arena

Adjournment – 11:10



Western Kentucky University Staff Council
Monthly Meeting, June 5, 2019 (9:00 AM)
Annual Staff Council Retreat – Chaney’s Dairy Barn

Minutes

Call to Order (Jennifer Miller, Chair) – 9:14 am

Roll Call (Fallon Willoughby, Secretary) – Sign in sheet

Approval of Prior Monthly Meeting Minutes

- *May minutes approved*

Guest Speaker: Andrea Sherrill & Tony Glisson, – Human Resources

- *Topic: Update on projects being conducted with Sibson Consulting*
 - Both projects in process and running congruently.
 - 85 – 90% completion rate of the job description project, and it is extremely appreciated that the staff took this seriously and was completed at such a high rate.
 - The website will be updated daily for both projects.
 - The supervisor sessions stressed that they needed training and education for them.
 - Once the market comparison is done, a draft report will be provided and discussed with the cabinet to determine next steps. We will then know what our objective will be and have data to back it, but this will probably be a multi-year project that will depend on many different variables.
 - Monica Hines suggested that incentives be used in place of money because of budget being strapped. Nonmonetary incentives will be discussed and are a possibility.
 - Tony brought up the Summer Schedule for Feedback – many appreciate it and enjoy it.
 - We look forward to more collaboration together for HR and Staff Council.

Member Reports

Officer Reports:

- Chair (Jennifer Miller)
 - **Meeting with President:** Discussed the Council election that occurred the day of our meeting. Discussed the proposal to change the name of the organizational group from Staff Council to Staff Senate to align the group with other governing bodies on campus.
- Vice Chair (Mike Loftis) – No report.
- Treasurer (TBD) – No report.
- Technology Officer (Chris Ware) – Met with the Council Chair and Communications officer to discuss ideas around re-vamping the Staff Council website. The meeting took place on 5/21/19 and the discussion brought forth on my end was documented and emailed to the Council Chair.
- Communications Officer (Rachel Cato) – Spoke about current project of having everyone call about 10 – 20 people/businesses about WKU discounts.

Staff Regent Report

- A nominating committee has been formed to make recommendations for new BOR leadership. We are represented on that committee.
- I chair an ad-hoc committee to update by-laws and procedures. When we get to draft stage, I will share information with the Staff Council for input.
- As a Regent, I have no information about the reductions in the budget. However, in a meeting with President Caboni, I stressed that staff are already operating thin and any additional changes should be managed wisely.
- As a Regent, I do not have information on status of the pension issue.
- Congratulations to the newly elected members of the Staff Senate (Council). Please let me know how I may assist you.
- If you have any questions for me, DO NOT hesitate to ask. I will answer them or find an answer for you.
- I have recently repeatedly (once this week, once last week) refused to discuss WKU issues with the WKU Herald. Dr. Bale is the spokesperson for the BOR. While other Regents may occasionally be quoted, it is our policy that none of us speak on behalf of the BOR except Dr. Bale. I will not violate that policy unless specifically asked to do so by the Chair.

University Committee Reports:

- University/Academic Calendar Committee – no report, new Registrar starts July 1st
- Benefits Committee – no report, meeting June 27th, email members with any questions
- Campus Library Advisory Council – no report
- Campus Master Planning Committee – no report
- Parking Appeals Committee – no report
- Parking and Transportation Committee – no report
- Preston Center Advisory Board – Filled position, emailing benefits committee to bring up membership benefits again, indoor golf facility at intramural field. Still discussing open hours.
- Staff Excellence Committee – will be working on awards for convocation.
- Sustainability Champions – Courtney Martin will be new chair.
- President's Committee for Diversity and Embracement – no report.
- Faculty Senate – changed name to faculty senate and made small changes to policy about probationary period.
- Strategic Plan Implementation Committee – no report.
- Executive Budget Committee – no report, will meet later in summer.

Standing Committee Reports:

- Staff Leadership Committee – no report.
- Book Scholarship Committee – no report.
- Staff Satisfaction Committee – no report, survey will come out again this year.
- Fall Break Brunch Planning Committee – planning will start soon.
- Election Committee – no report
- Staff Mentor Program Committee – created feedback form, will be doing speed questions, picking dates in August, and request to University Publications. Sending out call for mentors soon. Invite HR to work together.

Ad-hoc Committee Reports

- New Employee Training Committee – no report.
-

Council Business

Proposal to amend the naming of the organization from Staff Council to Staff Senate: Signed proposal according to bylaws. Approved.

Staff Appreciation Committee: Merging the following committees: Fall Break Brunch, Book Scholarship, and Staff Leadership. Approved.

Council Election Results Certification: Summary of results presented, number of people who voted – 412. Possibly move up future elections.

Emeritus Nomination Review: Dr. Tamela Smith. Read nomination. Approved. Nomination will be presented to the President and on to the Board’s Executive Committee, then approved at the August BOR meeting.

Council Email Review

Compliment on Summer Hours – Email was forwarded on to Tony Glisson.

Supervisory Review Process – Per HR, this year was an outlier, meant to be a transitional year as we adjust and prepare for a new process. Working through the Performance Development project and having already met with several different groups across campus on the topic, we have heard and understand that multi-source feedback opportunities are wanted and important to the evaluation process. This will likely be incorporated in the new design and solution in some fashion, and I will share this particular question/comment with our Performance Design group.

Council Business continued

Recognition of members with terms ending: Ronda Sullivan, Crystal Nuckols, Katie Muchmore, Tracy Harkins, Greg Hackbarth

Welcome new members/senators - Introductions

Election of officers

Chair: Jennifer Miller
Vice-Chair: Mike Loftis
Treasurer: Rebekah Russell
Secretary: Fallon Willoughby
Communications: Rachel Cato
Technology: Chris Ware

Committee Assignments – new committee: Performance Development Committee (Sibson Consulting)

Discussion of a summer event: Woo-Sah Wednesday

- Updates/Information: Save the date announcements and more information coming soon

Announcements

Next Meeting Date/Time/Location

- July 3rd – Downing Student Union, Room 2081

Notable Events

- Board of Regents Special Meeting: June 21, 2019, Regents Room, JRH
-

Adjournment – 2:05



STAFF SENATE

Monthly Meeting, July 3, 2019 (9:00 AM)
Downing Student Union, Room 2081

Minutes

Call to Order (Jennifer Miller, Chair) – 9:02 am

Roll Call (Fallon Willoughby, Secretary) – sign in sheet

Approval of Prior Monthly Meeting Minutes

- *June minutes – Scott motioned, Rebekah seconded, all in favor.*

Guest – General Council, Deborah Wilkins

- *Discussed the proposed change to the J-term dates, and how the pending change will not affect the Winter Break.*

Officers and Staff Regent Reports

- Chair (Jennifer Miller) –
 - **Meeting with President:** Discussed the potential to change the Staff Senate's budget to help improve the Senate's ability to provide benefits to staff, such as more scholarship funds, sponsorship of Staff Leadership Institute, and an improved Staff Appreciation event. Discussed the upcoming Convocation and the involvement of the Chair in presenting Staff Excellence awards. There were no updates on the status of the KERS pension issue at that time. We discussed another opportunity for him to speak to the Staff Senate at a monthly meeting.
 - **Staff Senate Officers Meeting:** Discussed the need to document the process of Staff Emeritus beyond what the policy states to help future senators. Discussed the vendor spreadsheet from our Communications Officer. Discussed planning for the Staff Appreciation event. Discussed the changes in membership due to Senators exiting the University
- Vice Chair (Mike Loftis) – No Report.
- Treasurer (Rebekah Russell) – Almost everything has been changed to reflect the name change, including a new pro-card. Current balances are as follows: Staff Scholarship fund - \$1,104 and \$3,668 E&G budget.
- Technology Officer (Chris Ware) –Coordinated the following changes from Staff Council to Staff Senate: Changed our webpage URL. We now have a redirect in place for 60 Days that will push any traffic from our old URL to our new one. Changed our email addresses: staffsenate@wku.edu, staffsenate@lists.wku.edu; ss.scholarship@lists.wku.edu. Updated the verbiage to show the Staff Senate name change on our webpage, Constitution and Bylaws. Emailed the campus photographer and requested he attend our July meeting to take a group photo.

- Communications Officer (Rachel Cato) – We have a new logo. Managing the donations/discounts spreadsheet. Rachel will be sending out a “Save the Date” for the Staff Appreciation Day event.

Staff Regent Report – David Brinkley

BOR Budget Meeting: After several lengthy discussions, I voted to approve the proposed budget. I would appreciate staff senate suggestions moving forward in ways to mitigate job loss risk throughout this process.

I remained seriously concerned about the amount of carry forward used as a budget line. I am also concerned that we have an overall budget that reflects a cumulative reduction under \$700K but a revenue projection that shows a \$16M reduction.

Please feel free to let me know if any department heads, upper admin members, or academic leaders have expressed that job losses are possible as they sort through this FY.

Additionally, I remained concerned about the legislative approach to higher education. The Governor has demonstrated a unique approach to higher ed funding that has exposed a particular vulnerability in retirement liabilities. WKU, in terms of budget approach, seems to have been more proactive in the approach to this issue and should fare better than most, if not all, regional universities.

BOR Leadership: My service on the nominating committee has just concluded with unanimous recommendations for new board leadership. Gil Johnson has been nominated as Chair (his term officially expired on 6/30/19 but he is eligible to be reappointed by the Governor). Freddie Higdon has been nominated as Vice Chair. I have been nominated as Secretary. The elected regents are prohibited, by statute, from serving as Chair or Vice Chair. In the event that Gil is not reappointed, Jason McKinney will be Vice Chair, Freddie will be Chair. I have also requested seats on the Finance & Budget AND Academic Affairs committees. We want to make the most of the positive relationships that we are building on this board.

Academic Affairs: There has been some post-meeting noise about the SJB name change proposal. We voted, in committee, to change the name of the School of Journalism and Broadcasting to the School of Media. This was based on a unanimous recommendation from the faculty, dept head, Dean, and President. My vote will not change. I support the faculty in this decision.

Speaking to the Media: This is only a reminder that, per the BOR policy, I will not speak to the media. As a member of the media, I understand why this policy exists and am equally frustrated when other BOR members speak out of turn.

Concerns: Please reach out to me with ANY concerns and I will do my best to represent them with the BOR. I have excellent working relationships with the existing membership.

University Committee Reports:

- University/Academic Calendar Committee - None
- Benefits Committee – Sibson Consulting will also be involved in our health benefits. The committee concluded to keep the premiums at their current rates. Andrew Meyers made a motion to put additional funds into the HSA fund, because the Healthy Saver Deductible will have to increase for 2020 due to federal law.
- Campus Library Advisory Council – None
- Campus Master Planning Committee – None
- Parking Appeals Committee – None

- Parking and Transportation Committee – None
- Preston Center Advisory Board – None
- Staff Excellence Committee – They will be announced at Convocation.
- Sustainability Champions – None.
- President’s Committee for Diversity and Embracement – None
- Faculty Senate – None
- Strategic Plan Implementation Committee – None
- Executive Budget Committee – None
- Compensation Analysis Committee – None
- Performance Management Committee – None
- Staff Compensation Advisory – None
- Auxiliary – None

Standing Committee Reports:

- Staff Appreciation Committee – None
- Staff Satisfaction Committee – None
- Election Committee – None
- Staff Mentor Program Committee – None

Ad-hoc Committee Reports

- New Employee Training Committee – Robert spoke with Andrea from HR about the committee.

Staff Senate Business

Review committee appointments due to recent changes in membership

Staff Senate budget discussion: We would like to request more resources to provide better benefits for staff such as scholarship funds for course books/supplies and Staff Leadership Institute participants and for programs such as Project Mentorship.

All member discussion regarding plans for the upcoming Staff Appreciation Day (previously called Fall Break Brunch)

Woo-Sah Wednesday – July 17th 10 – 2

Staff Senate Email Review

Email concerning other special appointments other than the Provost and seeing where the money for the salary came from in the budget: It is Staff Senate’s understanding that some situations are due to contract language, others have been appointed to help new employees become acclimated, or to fill a need. These positions are sometimes found from funds that exist from other positions or departments. It can be hard to pinpoint budgets.

Announcements

- *August Staff Senate Meeting: August 7, 2019 / 9:00 AM / DSU Rm 2081*

Notable Events

- Summer Scholar Move-in Event: July 12, 2019
 - Board of Regents Retreat & Quarterly Meeting: August 1-2 , 2019, Regents Room, JRH
 - WKU Convocation: August 19, 2019, 10:00 AM, Van Meter Auditorium
 - M.A.S.T.E.R. Plan Move-in: August 19-20, 2019
-

Adjournment – 11:13 pm.



STAFF SENATE

Monthly Meeting, August 7, 2019
Downing Student Union, Room 2081

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called the meeting to order at approximately 9:05 a.m.
- Roll was performed via sign-in sheet with 16 senators present and two absent, representing a quorum of the governing body.

Guest Speakers

9:00AM -- Legislative Update: KERS

- Jennifer Smith, Government & Community Relations
- Tony Glisson, Director of Human Resources

10:30AM – Introduction

- Susan Howarth, Executive Vice President for Strategy, Operations and Finance

Approval of Prior Monthly Meeting Minutes

- Motion to approve was made by Senator Chris Ware and seconded by Senator Mike Loftis
- The July 3, 2019 minutes were approved unanimously

Staff Senate Business

Officer election – Secretary

- Senator Monica Hines volunteered to serve as Secretary

Discuss and recommend change to the Staff Satisfaction Survey

- Motion to approve changes in the content and the name of the survey to Staff Engagement Survey was made by Senator Melissa Hamlin and seconded by Senator Rachel Cato
- Approved unanimously

All member discussion – Updates about the Staff Appreciation Day (previously called Fall Break Brunch)

- Information discussed included a new location, time, and food options and other logistics related to the event

Officers and Staff Regent Reports

- Chair (Jennifer Miller)-**Monthly Meeting with President:** Discussed the following: Staff Senate budget, Staff Appreciation Day and confirmed his appointment to be a guest speaker at our September meeting
- Vice Chair (Mike Loftis)
- Treasurer (Rebekah Russell)-no change in balance, referenced the meeting with the new EVP regarding the Staff Senate budget
- Communications (Rachel Cato)-discussed the donations for the Staff Appreciation Day
- Technology (Chris Ware)-shared drive updates related to recent membership changes

Regent Report (David Brinkley)

Board Retreat included:

- A presentation by Internal Audit regarding Enterprise Risk Management,
- Discussions about Regents wanting Staff input and David is the conduit for the Staff,
 - Any topics we want discussed during the Board or Committee meetings can be placed on the agendas by the Staff Regent.
- David was elected as Board Secretary, the highest officer position an elected Regent can hold by statute.
- The Board adopted a policy that the Chair of the Board is the spokesperson.

Committee Reports

- Going forward, all reports, if applicable, will be provided electronically to Senators prior to the Staff Senate monthly scheduled meeting. Monthly meetings will be used for questions or discussion points related to the committee reports

Staff Senate Email Review - None

Announcements

*Next meeting -- September 5, 2019 / 9:00 AM / DSU Rm 2081 – **Guest Speaker: President Caboni***

Upcoming Events:

- WKU Convocation: August 19, 2019, 10:00 AM, Van Meter Auditorium
- M.A.S.T.E.R. Plan Move-in: August 19-20, 2019
- Topper Directions: August 26-27, 2019



STAFF SENATE

Monthly Meeting, September 5, 2019

Downing Student Union, Room 2081

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called the meeting to order at approximately 9:06 a.m.
 - Roll was performed via sign-in sheet with 20 senators present and two absent, representing a quorum of the governing body.
 - Three guests were noted at the WKU Staff Senate Meeting.
-

Guest Speakers

9:00AM – Leadership Update by Present Caboni will be rescheduled due to a family emergency.

9:00AM – Human Resources Update

- Andrea Sherrill, PHR SHRM-CP, Manager, Organizational Development

10:30AM – Update regarding Staff Appreciation Day

- Matt Morrison, Associate Athletic Director (Marketing, Ticket Sales), Executive Director (HAF)
-

Approval of Prior Monthly Meeting Minutes

- Motion to approve was made by Senator Shaden Melky and seconded by Senator Tanya Vincent.
 - The August 7, 2019 minutes were approved unanimously
-

Staff Senate Business

All member discussion – Updates about the Staff Appreciation Day (previously called Fall Break Brunch)

- Information discussed included a new location, time, and food options and other logistics related to the event
-

Officers and Staff Regent Reports

- Chair (Jennifer Miller)-**Monthly Meeting with President: No report due to family emergency.**
- Vice Chair (Mike Loftis) - Staff Engagement Survey Committee will begin meeting soon.
- Treasurer (Rebekah Russell)-no change in balance. Please get sizes in for Staff Senate Polo's as soon as possible.
- Communications (Rachel Cato)-No report
- Technology (Chris Ware)-No Report

Regent Report (David Brinkley) - Governor was in line to appoint a replacement for Gill Johnson. He will continue to be the chair of the Board of Regents until this occurs. In lieu of flowers, the family of President Caboni is requesting donations in the form of monetary donations to the schools that were provided. A link will be provided.

Committee Reports

- Project Mentorship – Project Mentorship was announced during convocation. The committee has met and is in the final stages of development. An email has been sent and criteria has been set. The committee has received several applications from both mentors and mentees. After several discussions, it was decided to make this program a pilot project for the committee to have the opportunity to make changes, if necessary.
-

Staff Senate Email Review - None

Announcements

Next meeting -- October 2, 2019 / 9:00 AM / DSU Rm 2081

Upcoming Events:

- Staff Appreciation Day: October 10, 2019, More information to come
- Project Mentorship Application Deadline: September 6, 2019



STAFF SENATE

Monthly Meeting, October 2, 2019 (9:00 AM)

Downing Student Union, Room 2081

Agenda

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called meeting to order at 9:08 a.m.
- Roll was taken in the form of sign in sheet.

Approval of Prior Monthly Meeting Minutes

- Approval of minutes was made by motion by Senator Tanya Vincent and 2nd by Senator Christopher Ware.

Guest Speakers – None

Officers and Staff Regent Reports

Senator Jennifer Miller: Chair

- Met with President Caboni, he was informed of Project Mentorship and Staff Appreciation.
- Project Mentorship Pilot Program kick-off begins on October 2, 2019. H.R. Liaison, Andrea Sherrill has been a significant support throughout this process.
- Final threshold number for non-exempt employees is still in discussion in regard to teaching and working events for staff.

Senator Mike Loftis: Vice-Chair

- No report

Senator Rachel Cato: Communications Officer

- Rachel thanked all Senators for their contributions to staff appreciation donations.

Senator Rebekah Russell: Treasurer

- Extended Campuses will be receiving food for staff appreciation day. However, all extended campuses will celebrate on different dates.

Senator Christopher Ware: IT

- Received a donation from the Hot Rods.

Staff Regent, David Brinkley:

- Staff Regent Brinkley was able to meet and discuss the threshold issue with President Caboni. Specifically, they discussed exempt versus non-exempt employees. Staff Regent Brinkley gave President Caboni insight into the opportunity this creates for staff. President Caboni will be addressing the issue.
-

Committee Reports

Preston Center Advisory Committee (Senator Mike Loftis)

- There was a discussion with the PCAC committee in regard to the three tiers of what is charged to WKU Staff.
- Working on potential incentive program for faculty and staff.
- Discussing options with Wade Pinkard in Human Resources.

Academic Calendar (Senator Christopher Ware)

- No meeting

Benefits Committee (Senator Emilee England)

- Met for introductions and to review packet.
- No changes to the current cost

Budget Executive Committee (Senator J. Miller)

- Changed the membership, staff chair will be on the committee

Strategic Planning Executive Committee (Senator Monica Hines)

- No report

Performance Management Committee (Senator Rachel Cato)

- No Report

Campus Library (Senator Shaden Melky)

- No Report

Parking & Transportation (Senator Tanya Vincent)

- A co-chair was elected.
 - WKU PTS now has designated commuter spots.
 - Permit sales are down from prior year
-

Staff Senate Business

Presentation of a draft policy for Parental Leave

- Discussed draft of the Wellness Committee document from Faculty Senate.
- Staff Senate Executive Committee met with Tony Glisson, Director of Human Resources.
- Staff Senate voted to create an ad-hoc committee to draft a section within the policy that would also benefit WKU Staff.

All member discussion – Delegation of duties for the Staff Appreciation Day event

- Staff Appreciation Day will be a 2 hour event. We will have a swipe machine for WKU I.D. cards. Staff Senators will hand out raffle tickets, to also receive red towels.
- President Caboni has declared this day WKU Staff Spirit Day!

Staff Senate Email Review

- Senate discussed feedback regarding summer hours and how to work through the scheduled compressed/flexible work week.

Announcements

Staff Senate Meeting: November 7, 2019 / 9:00 AM / DSU Rm 2081—Guest speaker: President Caboni (please note the meeting will be on a Thursday)

Notable Events:

- Staff Appreciation Day: October 10, 2019
- Project Mentorship Kickoff: October 2, 2019



STAFF SENATE

Monthly Meeting, November 7, 2019 (9:00 AM)
Downing Student Union, Room 2081

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called meeting to order at 9:03 a.m.
 - Roll was taken in the form of sign-in sheets, representing a quorum of the governing body.
-

Guest Speakers

- President Caboni – Annual update/discussion with Staff Senators
Discussion included the following:
 - Student applied Research University.
 - Strategic Plan Implementation: 15 metrics of SPI 13 moved into a positive direction.
 - RAMP model will be implemented July 2020.
 - Net tuition revenue: Focused on student centered
 - The students that participated in the Summer Scholars 142 of the 117 came for the fall semester.
 - 2-year growth in retention, 3%
 - Revised Scholarship Program-Financial Aid
 - 1st year village for freshman.
 - The opportunity fund: launch a campaign in the spring.
 - Budget is more stable.
 - December 13th!!!! MARK ON YOUR CALENDAR, 3 WEEKS OFF!!
 - Discussed pension.
 - Dr. Bruce Schulte – Strategic Plan implementation and major metrics update (9:59 a.m.)
 - Role of Dr. Schulte is to implement the strategic plan.
 - Strategic Plan is online, <https://www.wku.edu/strategicplan/>
 - Go to the bottom of the website, you will find the creation of the strategic plan.
 - Operational groups are being formed as well.
-

Approval of Prior Monthly Meeting Minutes

- Approval of October meeting minutes were made by way of motion by Senator Emilee England and 2nd by Senator Scott Broadbent. Minutes were approved.
-

Officers and Staff Regent Reports

Senator Jennifer Miller: Chair

- Has a meeting next Tuesday. Please let her know if you would like to share anything.
- Staff Appreciation Event- will look different. Will discuss again in December agenda.

Senator Mike Loftis: Vice Chair

- Met with Dr. Shoenfelt in regard to the Staff Survey.
- Missing documents pertaining to the organizational structure in order to complete survey.
- Beginning Monday, January 6, 2020 until Wednesday, January 15, 2020.

Senator Rachel Cato: Communications Officer

- No report

Senator Rebekah Russell: Treasurer

- \$482 from staff appreciation day from Silent Auction
- Book scholarship total \$1500

Senator Christopher Ware: Technology Officer

- No report

Staff Regent, David Brinkley

- Ad-hoc committee formed for policy to update bylaws
- Guidance for previous, current, and future presidents.
- Meeting with President in the coming weeks.

Committee Reports

Academic Calendar:

- Will meet in the spring.

Benefits:

- Meeting was cancelled.
- No report

Executive Budget Committee for RAMP:

- Request will be submitted in November.

Compensation Analysis.

- Meeting next week

Parking Appeals

- Met yesterday

The Diversity, Equity, and Inclusion Committee:

- Senator Robert Unseld, Jr.
- Senator Monica Hines
- Senator Jordan Cole

Sustainability

- Courtney will be stepping down.
- Madonna May will be stepping up.

- WKU competing in a recycling challenge (Game-Day Recycling)
- Funding opportunity: seeking organizations to volunteer \$750
- Student Outreach Event

Staff Appreciation:

- Looking at what that appreciation day may look like.

Election Committee:

- No report

Project Mentorship:

- Training completed, social event afterwards
- Paired mentors and mentees together
- Coffee & Conversation at Starbucks!
- No complaints thus far, going really well.
- Detailed information given in regard to topics of conversations at meeting times.

Master Plan

- Smoke Free University-Designated smoking area
-

Staff Senate Business

Review and vote: Ad Hoc Committee's draft of the Parental Leave Policy sections related to WKU staff

- Create a policy that includes everyone.
 - Discussion in regard to ad hoc 12 weeks paid or 16 weeks paid.
 - Ad-Hoc Committees of the Parental Leave Policy to HR.
 - A motion was made and 2nd for 12 weeks' pay for staff.
-

Staff Senate Email Review

- STAFF APPRECIATION DAY EMAIL: Resolved
-

Announcements

Staff Senate Meeting: December 4, 2019 / 9:00 AM / DSU Rm 2081

Notable Events:

- Board of Regents Meeting: December 13, 2019



STAFF SENATE

Monthly Meeting, December 4, 2019 (9:00 AM)

Downing Student Union, Room 2081

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called meeting to order at 9:06 a.m.
- Roll was taken in the form of sign-in sheets, representing a quorum of the governing body.

Guest Speakers:

Mindy Hutchins: Compensation Analyst

Discussion included the following:

New Department of Labor Salary Regulation

- New Salary Threshold
 - Non-exempt: Maintains money and paid overtime
 - Non-exempt employee's yearly income is \$35,568 or less; can receive overtime for anything over 40 hours/week.
 - Exempt: Not paid overtime
 - 300 individuals on campus were moved from exempt to non-exempt.
 - There were approximately 100 individual affected from that specific ruling, they will have to maintain a time sheet, and will have to paid time and half.
 - Department and colleges decided to give their employees a raise to take them over the non-exempt status.
- Transition Group: Semi-Monthly (Exempt Status)
 - Will maintain that status
 - Will not change frequency
 - Classification of exempt vs. non-exempt
- Policy: Academic Affairs
 - Policy is in the works from academic affairs. Individuals in a non-exempt position will not be able to teach. WKU will be one of the last campuses in our area to implement this policy. This will occur due to the lack of ability to track actual time worked. How the job will be defined. Primary job vs. supplemental. Often, the hours are used for teaching instead of utilizing that time for their primary responsibilities. Inequity from part-time teaching staff as well.

Compensation Study:

- Job Analysis Compensation: received over 1000 JAQ's University wide
- Sibson Group is currently working on those JAQ's for marketing review.
- It will then be identified with market matches to review compensation
- WKU HR will begin to start the discussion with leaders between spring and summer.

- Website is up and available for faculty and staff.
<https://www.wku.edu/hr/compensation/compensationstudy/home.php>

Andrea Sherrill: Manager, Organizational Development

Performance Developing:

- Currently wrapping up pilot phases.
- Periodic surveys are going out with the pilot groups.
- All hands meeting in January in order to prepare for the campus roll out.
- This new performance development plan will not look anything like what WKU HR has done in the past.
- There have been input sessions from supervisors and workers (Who, What, When, Where, and Why).
- Sibson and HR put together a working group for the pilot groups.
- The new plan consists of new methodologies, trainings, resources, effective performance conversations, and taking feedback to tweak.
- The new performance plan will roll out in mid-2020.
- Technology solutions are upcoming for the performance plan, in mid-2020.
- If anyone has any questions or would like to see what the phases consists of, please go to the Performance Development Website in HR.
<https://www.wku.edu/hr/performancedevelopment/pdtimeline.php>
 - There are five different groups with diverse backgrounds in the pilot groups.
 - HR and Sibson wanted to get a good feel to see what they were working with in regard to the new performance plan.

Approval of Prior Monthly Meeting Minutes

- There was a change in the November minutes, omitted a committee report, need to add it back (Operative and allocations)
- Approval of October meeting minutes were made by way of motion by Senator Emilee England and 2nd by Senator Robert Unseld Jr. Minutes were approved with the condition to change minutes.

Officers and Staff Regent Reports

Senator Jennifer Miller: Chair

- Met with the President. Gave an update on Staff Mentorship Program. Positive feedback from participants.
- Holiday Celebration on December 10, 2019 at the President's Home. RSVP to Julia McDonald.

Senator Mike Loftis: Vice Chair

- Met with Dr. Shoenfelt in regard to the Staff Survey. There has been great progress made in creating survey. Has been emailed to committee. The survey will go out to all staff employees from January 6, 2020 through January 15, 2020.

Senator Rachel Cato: Communications Officer

- Would like to feature staff on our social media account. Will begin working on that during January.

Senator Rebekah Russell: Treasurer

- No report

Senator Christopher Ware: Technology Officer

- No report

Staff Regent, David Brinkley

- Sheldon McKinney has been appointed to the WKU Board of Regents.
- Freddie Higdon will now be the chair.
- There has not been a vice-chair, will have to elect.
- Bylaws reading to change in regard to the president- wanted there to be more accountability.
- There will be a 2nd reading at the next meeting.

Committee Reports

Academic Calendar:

- Made an adjustment to the 2020 academic calendar.

Benefits:

- Tony Glisson is asking for a reappointment for someone from Staff Senate.
- Emilee England has been sitting on the committee, and was reappointed
- Jim Cummings, CFO is retiring; Kristi Smith has been named interim.
- Current status is great, everything is running as scheduled.

Book Scholarship Committee:

- Need to begin searching for scholarships.

Election Committee:

- No report

Executive Budget Committee for RAMP:

- Provided information for budget money they were requesting.

Operation Allocation Committee:

- Requests were received by both committees. Meet tomorrow morning to finalize recommendations and will forward to the budget executive committee

The Diversity, Equity, and Inclusion Committee:

- Meeting December 4, 2019

Staff Appreciation:

- Will discuss with the President in regard to the all employee celebration. This will determine what Staff Senate does for WKU staff appreciation day.

Staff Leadership Institute:

- Currently taking applications.

Staff Senate Business: N/A

Staff Senate Email Review: N/A

Announcements

Staff Senate Meeting: No meeting for January 2020

Notable Events:

- Board of Regents Meeting: December 13, 2019

Meeting adjourned at 10:22 a.m.