



WKU STAFF SENATE

Monthly Meeting – July 10th, 2024 (10:00 AM) Senate Chambers, DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=r1Bhir7EwQA>

Call to Order: 10:00am CST

Roll Call: 19 Senators in attendance; In person and via Zoom

Approval of the Agenda & Prior Monthly Meeting Minutes: Both approved by unanimous consent

Christopher Ware Staff Star Awards

Elizabeth Gannon, Coordinator, Student Services and Outreach, Mahurin Honors College

Janet Haynes, Administrative Coordinator, Department of History

Sabrina Pate, Office Coordinator, Campus Recreation & Wellness

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**

- No official report yet. Thank you to all who voted for me for Staff Regent. I am honored to do so and hope to work together for the next three years to advocate for staff and to make sure we do all we can to make WKU a very good place to work.
- The Regents are waiting for the governor to appoint a Regent to replace Linda Ball. Then we can look at committee assignments for the upcoming year.
- The Board retreat is on August 8th with the quarterly Board of Regents meeting on August 9th. Faculty and Staff Convocation is on August 12th. I encourage you all to attend the convocation if you don't have it on your calendars already.
- The budget was approved in the last meeting. That was one of David's last official actions so I don't have a lot of actions. The 7.5 percent reduction target was handled differently across units. Those reductions are permanent. No updates about the 10 percent for revenue dependent lines that have been mentioned.
- I have spoken with HR about trying to figure out a way recognize years of service. It would be great to know as a supervisor who has reached service milestones. It would be good to know a couple times a year who has reached 5, 10, or 20 years so we can recognize that either through Senate or through their supervisor. I sent the email today. Chair Vincent shared that she has also reached out about service recognition.
- Please reach out to me with any questions or concerns.

- **Communications – Deanna Jenkins**

- Staff Senate received an email asking if Preston Center would consider having a faculty/staff only area. I will reach out and see if I can get an answer.

- **Treasurer – Andria Henry**

Treasurer's Report

July 2024

AS OF 07/09/2024, FY25:

E&G Index – 100600

- Starting Balance = \$0.00
- Additions = \$3,700.00 (FY25 Budget Allocation)
- Disbursements = \$0.00
- Ending Balance = \$3,700.00

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,095.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,110.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,794.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,804.84

- **Technology – Jason Cansler**
 - All senators should be on the Staff Senate email now. If you received an invite for this meeting you are on. If you did not, please let me know.
- **Secretary – Morgan Moran**-No Report
- **Parliamentarian- Jordan Ray**-No Report
- **Vice-Chair – Leslie Vanderpool**
 - The workforce committee is responsible for the Mentor program. I encourage anybody that is out there to sign up to be a mentor if you have several years of experience at WKU. We are looking for somebody to be a resource for new WKU employees. To sign up, send Staff Senate an email and we will get you on a list.
- **Chair – Tanya Vincent**
 - My first meeting with the President is August 28th. We can discuss any issues that I need to bring up to him at our next Senate meeting.
 - President Caboni will be meeting with Staff Senate on Sept. 3rd. I will work with Deanna to send out a survey to Staff-All to get questions for him.
 - Deanna did a great job revising our meeting announcement. We are trying to build brand awareness and make our communications more visually appealing for staff members. We would like to add more information in there soon. We are going to start highlighting two senate members each month. Please reach out with any ideas or if you have any upcoming events that we can share. This may also be a way to celebrate staff milestones.
 - I reached out to Dr. Burch regarding the Staff Engagement survey. I would like to propose that we do the survey earlier so that we can act on the information in the spring. There are three open ended questions on the survey. Do we want to change or update any of the questions? I would like some input on what the three questions should be. Chair Basham will forward the questions to each Senator so that we can discuss next meeting.
 - I was invited to meet with Dr. Trish Parish. She is the vice president for the Southern Association of Colleges and Schools Commission on Colleges. WKU is going through our accreditation process. Dr. Beth Laves has offered to meet with the Senate next month to discuss what the accreditation means to the university and how we can be a part of the process and promote this process.
 - Standing Committees: members have been assigned and will be announced after the meeting.

Old Business-

- Book Scholarship: Chair Vincent pointed out that one was not awarded in the spring. I believe it falls under the Treasurer. Senator Henry said there is documentation on the shared drive. The scholarship does offer a match from Barnes and Noble so we just need to confirm the process. You can work with Deanna to get an announcement together. There are applications on the

website already. Two or three volunteers can be called for to help look through applications and select winners.

- In the past there was conversation about changing the meeting to the 2nd Wednesday. I have looked at school breaks and it looks like we do not need to change meetings this year.

New Business

- Staff Senate Open House: Chair Vincent would like to know if there is any interest in having a Staff Senate Open House where we would serve coffee, tea, water and cookies. Staff could stop in to learn more about what Staff Senate does. Is that something that you all think would be good? Senator Hopwood shared that he believes it could give staff members who are uncomfortable with sharing concerns during a public meeting an opportunity to speak to senators more informally. Senator Hess suggested that we have the Open House in multiple locations so it is convenient for more staff to attend. Discussion continued. Senator Henry is going to get estimates for drinks and snacks for the third week of September. Senator Moran will check availability in the Commons for our first open house. Once we get quotes and a date we will update the Senate.
- Staff Star Award: Chair Vincent wanted to know if anyone is interested in heading up the Staff Star Awards. Senator Ray volunteered.
- Chair Vincent thanked Senator Henry for getting our shirts ordered and is going to contact Clinton to schedule a time before one of our upcoming meetings to take a Senate photo.

Public Comment-None

Announcements & Notable Events:

- Next Staff Senate Meeting: August 7th
- Note: President Caboni will attend our Sept. 3rd meeting