



# WKU STAFF SENATE

Monthly Meeting Minutes – January 4<sup>th</sup>, 2022 (10:00 AM) Senate Chambers, DSU 2081

Call to Order by Chair Brian Campbell at 10:00 AM, CST

Roll Call by Chair Campbell

Approval of January Agenda by unanimous approval of Staff Senate Senators

Approval of December Monthly Meeting Minutes by unanimous approval of Staff Senate Senators

### **Christopher Ware Staff Star Awards**

- Marybeth Hunt- College of Health and Human Services, Advising Associate
- Amelia Kolb- Assistant Director, Student Actives
- Emmeline Essler- Student Services Coordinator, Dean of Students

### **Guest Presenters- None**

### **Officer, Committee, and Staff Regent Reports**

**Staff Regent** – Regent Brinkley attend recognition ceremonies in December. In the Board of Regents meeting that was held in December, all items on the agenda passed.

#### **Future meeting dates:**

- January 20, 2023 – Committee Meetings
- March 3, 2023 – First Quarterly Meeting
- April 14, 2023 – Committee Meetings
- May 4, 2023 – Second Quarterly Meeting
- June 2, 2023 – Special Budget Approval Meeting and Committee Meetings
- August 10, 2023 – Retreat
- August 11, 2023 – Third Quarterly Meeting
- October 20, 2023 – Committee Meetings
- December 7, 2023 - Fourth Quarterly Meeting

- **Communications** – No Report
- **Treasurer** – Reneé Purdy- AS OF 1/3/2022, FY23:  
E&G Index – 100600
  - Starting Balance = \$1,462.40
  - Additions = \$0.00
  - Disbursements = \$0.00
  - Ending Balance = \$1,462.40

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1, 759.87
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$1, 778.22

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,525.04
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$1,525.04

- **Technology** –No Report
- **Secretary** – No Report
- **Vice-Chair** – No Report
- **Chair** – Title IX, Ena Demir will be joining our Staff Meeting, February 1<sup>st</sup>, 2023. A survey will be sent to staff to submit questions. There is a vacant spot on staff senate that was held by Christine Foster. Chair Campbell has asked Jim Daniels to join Staff Senate to fill the opening. Jim accepted and will join Staff Senate in February. Staff Senate does have another vacant spot that will be filled at a later time. Dr. Martha Sales has asked that someone from Staff Senate join the Medical Center joint advisory committee as a liaison between WKU and Med Center Health. WKU and Med Center Health will be taking over Health Service here on our campus. Chair Campbell thanked the BEC, WKU Board of Regents, and Dr. Caboni for approving Faculty and Staff one-time payment. Chair Campbell also thanked HR and IT for their hard work on gathering information to have the payment processed by the end of January.

**Old Business-** None

**New Business-** None

**Public Comment-** Andrea Sherrill from WKU HR was in attendance and complimented everyone that has been working hard on getting all the information together for faculty and staff to receive the one-time payment. She also mentioned the Professional Development Conference scheduled on January 12<sup>th</sup>, 2023. To register visit: [WKU Professional Development Day](#).

### **Announcements & Notable Events:**

- Next Staff Senate Meeting: February 1, 2023 at 10:00am in DSU 2081
- Are you new to WKU and interested in having someone to call on when you need guidance? Or do you consider yourself a natural leader willing to help others succeed and grow? If you answered yes to one of those, then *Project Mentorship is for you*. Learn more and apply [here](#).
- The Christopher Ware Staff Star Award, given out by the WKU Staff Senate, is an opportunity for staff, faculty, and students to recommend other colleagues to be featured and spotlighted for their unique and positive contributions to WKU. [Nominate someone today!](#)
- Be sure to subscribe to Staff Senate on YouTube: <https://www.youtube.com/channel/UCqZDDhp7VpHkN44N5HWsaBQ>.

### **Contact Us**

Facebook- <https://www.facebook.com/wkuStaffSenate>

Twitter- <https://twitter.com/wkuStaffSenate>

All questions and concerns submitted, whether anonymous or not, are taken to administration or the appropriate person for answers. If you have something you would like to discuss, there are multiple ways to [contact us](#). Our Staff Regent, David Brinkley, is an ex-officio member of the Staff Senate and is another resource of communication on behalf of our staff. View all current members [here](#).

Meeting adjourn at 10:22 AM

Link to meeting on YouTube: <https://www.youtube.com/watch?v=S06eexfBrL0>



# WKU STAFF SENATE

Monthly Meeting – February 1, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** by Chair Brian Campbell at 10:00 AM, CST

**Roll Call:** By Chair Campbell, 15 Senators attending

**Approval of the Agenda-** By unanimous approval of Staff Senate Senators

With an amendment to add our guest speak Mrs. Ena Demir- Approved

**Approval of Prior Monthly Meeting Minutes-** By unanimous approval of Staff Senate Senators

### **Christopher Ware Staff Star Awards**

Kim Minton, Program Manager, KAP - Clinical Education Complex (CEC)

Lynne Swetman, Administrative Assistant, Math Department

Devin Bell, Manager, Web Design & Content - College of Ed & Behavioral Science

**Guest Speaker:** Mrs. Ena Demir, Executive Director and Title IX Coordinator for the Office of Institution and Equity. Gave an introduction and over view of her office and her duties. For more information or questions, contact Ena at [ena.demir@wku.edu](mailto:ena.demir@wku.edu).

WKU has partnered with [Catharsis Productions](#) to bring interactive, in-person diversity, equity, and inclusion workshops/sessions to campus on March 9<sup>th</sup>, 2023 (Thursday) and March 10<sup>th</sup>, 2023 (Friday) at the Martens Alumni Center Ballroom

### **Officer, Committee, and Staff Regent Reports**

- Staff Regent – David Brinkley

The Board of Regents Committee meetings only had action items in two committees. All were approved with little discussion.

#### Committee Meetings

Jody Richards Hall Regents Room/ and via Zoom

January 20, 2023, at 9:00 am CT

#### ACADEMIC AFFAIRS COMMITTEE

##### Action Items:

AA-1 Approval of academic program suspension

AA-2 Approval of sabbatical recommendations

AA-3 Approval of University Distinguished Professor recommendation

AA-4 Approval of emeriti recommendations

##### Information Item:

Merger and renaming of Department of Communication and School of Media (Dean Terrance Brown)

WKU Photojournalism Mountain Workshops (Mr. James Kenney and Mr. Tim Broekema)

#### FINANCE AND BUDGET COMMITTEE

Action Item:

FB-1 Approval of personnel actions

FB-2 Approval of budget vs. actual report

The faculty regent and I had a one hour meeting with EVP Howarth and her team prior to the committee meeting.

Information Item:

Internal Audit update ( Bruce Weisman)

Dr. Spiller (Faculty Regent) and I had a 2-hour meeting with the Internal Auditor.

#### STUDENT AFFAIRS COMMITTEE

Information Item:

Gilman Scholar students from Honors College presentation

#### EXECUTIVE COMMITTEE

Information Item:

SACSCOC reaffirmation update (President Timothy C. Caboni and Dr. Beth Laves)

- Communications – Tanya Vincent- No Report
- Treasurer – Reneé Purdy

AS OF 1/30/2022, FY23:

E&G Index – 100600

- Starting Balance = \$1,462.40
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$1,462.40

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1, 759.87
- Additions = \$36.70
- Disbursements = \$0.00
- Ending Balance = \$1, 796.57

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,525.04
- Additions = \$54.80
- Disbursements = \$0.00
- Ending Balance = \$1,579.84

- Technology – Anthony Gilbert- No report
- Secretary – Julia Johnson- No report
- Vice-Chair – Jordan Basham- No Report
- Chair – Brian Campbell
  - BEC meet and has several scheduled meetings to review budget requests; those recommendations are due by March and then sent to the leadership team. Met with Dr. Caboni this morning

## **Old Business**

## **New Business**

## **Public Comment**

### **Michaela Daniels from HR had two announcements:**

1. *Staff Excellence Awards* Nominations are being accepted NOW through Tuesday, February 14, 2023. Nomination forms and full program details are [available here](#).
2. Nominations are now being accepted for the President's Award for Diversity, Equity, and Inclusion, through Friday, February 3, 2023. Please contact Dr. Monica Galloway Burke ([monica.burke@wku.edu](mailto:monica.burke@wku.edu)).

## **Announcements & Notable Events:**

- Next Staff Senate Executive Committee Meeting – February 7, 2023 at 10:00am via Zoom
- Next Staff Senate Meeting: March 1, 2023 at 10:00am in DSU 2081
- April 12, 2023 Staff Senate Meeting Guest Speakers
  - Susan Howarth, Executive Vice President for Strategy, Operations and Finance
  - Andrea Sherrill, Assistant Vice President of Human Resources & Chief Human Resources Officer



# WKU STAFF SENATE

Monthly Meeting – March 1, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order** at 10:01 AM, CST

**Roll Call**- 18 Senators in attendance

**Approval of the Agenda**- Approved unanimously by Staff Senators\_

**Approval of Prior Monthly Meeting Minutes**- Approved unanimously by Staff Senators

## **Christopher Ware Staff Star Awards**

**Tony Woodson**- Procurement Services

**Beth Gafford**- Procurement Services

**Andrew Rash** - Student Activity, Org & Leadership

## **Officer, Committee, and Staff Regent Reports**

- **Staff Regent – David Brinkley**-Report Emailed

We have a full board meeting on March 03, 2023. A summary of items to be presented is listed below. I have no current concerns related to this upcoming meeting.

### **ACADEMIC AFFAIRS**

Action Items:

AA-1 Approval of academic program suspension (Strategic Sports Communication Graduate Cert)

AA-2 Approval of sabbatical recommendations (12 Faculty)

AA-3 Approval of University Distinguished Professor recommendation (Dr. Keith Philips, Biology)

AA-4 Approval of emeriti recommendations (3)

College of Education & Behavioral Sciences Dr. Sam Evans, Dean of the College of Education & Behavioral Sciences, Emeritus

Dr. John Moore, Professor of Teacher Education, Emeritus

Mr. Rico Tyler, Practitioner in Residence of Teacher Education, Emeritus

Information Item:

- University Distinguished Professor presentation (Dr. T. Keith Philips)

### **FINANCE AND BUDGET**

Action Item:

FB-1 Approval of personnel actions - from committee meetings

FB-2 Approval of budget vs. actual report

FB-3 Acceptance of Auditor's Reports and Financial Statements, WKYU-TV and WKYU-FM Radio for the year ended June 30, 2022

\*FB-4 Acceptance of the Accountants' Report on Application of Agreed-upon Procedures, NCAA Compliance Report for the year ended June 30, 2022

\*These items were not presented in the Finance and Budget committee meeting on January 20, 2023.

### **STUDENT AFFAIRS**

Action Items:

\*SA-1 Approval of WKU admission policy

\*SA-2 Approval of Student Conduct policy

\*These items were not presented in the Student Affairs Committee meeting on January

20, 2023.

Information Item:

- Student Government Association (Dr. Ethan Logan)
- Women's National Championship Cheer Team (Ms. Alli Lumpkin)

#### EXECUTIVE

Information Item:

- Title IX update (Ms. Andera Anderson)
- Athletic academic progress report (Mr. Todd Stewart)
- Legislative update (Ms. Jennifer Briewa Smith)
- Mission statement review (President Timothy Caboni and Dr. Beth Laves)

#### EXECUTIVE / CLOSED SESSION

As provided in KRS 61.810(1) for discussion of proposed or pending litigation against or on behalf of the University

Regent David Brinkley's contact information, email [david.brinkley@wku.edu](mailto:david.brinkley@wku.edu) or email anonymously at [wkustaffregent@gmail.com](mailto:wkustaffregent@gmail.com).

- Communications – Tanya Vincent- No report
- Treasurer – Reneé Purdy Report Emailed  
AS OF 2/27/2023, FY23:
  - E&G Index – 100600
    - Starting Balance = \$1,462.40
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1,462.40
  - WKUF Account (Staff Senate Excellence Fund) – 110860
    - Starting Balance = \$1, 796.57
    - Additions = \$18.35
    - Disbursements = \$0.00
    - Ending Balance = \$1, 814.92
  - CHF Account (Book Scholarship) – 800139
    - Starting Balance = \$1,579.84
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1,579.84
- **Technology** – Anthony Gilbert- No Report
- **Secretary** – Julia Johnson- No Report
- **Vice-Chair** – Jordan Basham
  - Election information coming out soon. The workforce committee will be meeting this month.
- **Chair – Brian Campbell**
  - Staff Senate Survey was sent out and the deadline to complete is March 24<sup>th</sup>, 2023. BEC going over budget proposals. Summer Hours are back, reminder about our three days off with Spring Break. Consider running for Staff Senate.

#### Old Business

None

#### New Business

None

#### Public Comment



Regent Brinkley reminded staff that he has one more academic year as Staff Regent. After that, the regent position will be open.

Senator Vincent attended the HR Supervisory training and appreciated HR putting together the two-day event. The information was relevant and useful. Senator Crowe also mentioned she attended the training.

Senator Crowe mentioned Catharsis Productions to bring interactive, in-person diversity, equity, and inclusion workshops/sessions to campus on March 9<sup>th</sup>, 2023 (Thursday) and March 10<sup>th</sup>, 2023 (Friday) at the Martens Alumni Center Ballroom.

#### Anonymous Emails

Senator Vincent asked about an email that was sent to Staff Senate about getting extra work and being an exempt employee. Senator Crowe mentioned there is a policy directly related to that situation and they should follow up with their supervisor and HR.

Senator Campbell mentioned the email about the parental leave policy and did reach out to HR. He is hoping Andrea will mention the policy at next month's meeting.

Senator Purdy mentioned an email about the compensation study, Chair Campbell stated that HR would probably discuss that at next month's meeting.

Chair Campbell will send out a survey for questions to be submitted before the meeting with EVP Howarth and AVP Sherrill.

#### **Announcements & Notable Events:**

- Next Staff Senate Executive Committee Meeting – April 18th, 2023 at 10:00 am via Zoom
- Next Staff Senate Meeting: April 12th, 2023 at 10:00 am in DSU 2081
- April 12, 2023, Staff Senate Meeting Guest Speakers
  - Susan Howarth, Executive Vice President for Strategy, Operations, and Finance
  - Andrea Sherrill, Assistant Vice President of Human Resources & Chief Human Resources Officer
  -
- The meeting adjourned at 10:37 am.

Link to the meeting on YouTube: <https://www.youtube.com/watch?v=dSWk50eP-k8>



# WKU STAFF SENATE

Monthly Meeting – April 12, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order: At 10:01 AM, CST**

**Roll Call:** 18 Senators in attendance; in person and via zoom

**Approval of the Agenda** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes-** Approved by unanimous approval by Staff Senators

**Christopher Ware Staff Star Awards**

**Melissa Flowers**, Academic Advisor

**Lindsey Meeks-** Brown Agricultural Exposition Center

**Creste Jean-** Equine Facilities Technician

**Guest Speakers**

- Renaldo Domoney Assistant Vice President for Budget, Finance and Analytics spoke on behalf of Susan Howarth, Executive Vice President for Strategy, Operations and Finance
- Andrea Sherrill, Assistant Vice President of Human Resources & Chief Human Resources Officer
- Mindy Hutchins, Human Resources Senior Analyst

To review the presentations, visit; <https://www.youtube.com/watch?v=WnYP-4vtknU&t=112s>

**Officer, Committee, and Staff Regent Reports**

- Staff Regent – David Brinkley
  - There are BOR Committee meetings on Friday April 14th. The agenda is below.
  - ACADEMIC AFFAIRS COMMITTEE  
There are nine action items for this committee.  
Action Items:
    - AA-1 Approval of graduate certificate in Enterprise Management
    - AA-2 Approval of graduate certificate in Executive Decision Making
    - AA-3 Approval of undergraduate certificate in Sales
    - AA-4 Approval of undergraduate certificate in Executive Influence in Organizations
    - AA-5 Approval of undergraduate certificate in Managing Inclusive Organizations
    - AA-6 Approval of undergraduate certificate in Creativity and Innovation Management
    - AA-7 Approval of program suspension of Master of Arts in Folk Studies  
The Faculty decided to close the MA in Folk Studies to new admissions. AA-7 credits the reason as low enrollment. The Chair, Dean & Provost support the Faculty's decision.
    - AA-8 Approval of program suspension of Bachelor of Science in Agriculture  
The Faculty voted to close one of the two options in the Bachelor of Science in Agriculture. The vote was to close the option that requires a second major or minor.

- AA-9 Approval of Emeritus appointment - Dr. Anthony Paquin, Associate Professor of Psychology, Emeritus
- There is a single Information Item:  
“A Fulbright Sabbatical to Remember: Lessons Learned in Prague and Beyond” (Dr. Janet Tassell)
- FINANCE AND BUDGET COMMITTEE
  - I have had a meeting with Susan Howarth in preparation for this meeting.
  - There are six Action Items:
    - FB-1 Approval of budget vs. actual report
    - FB-2 Approval of personnel actions
    - FB-3 Approval of refunding of bond for Honors College renovations
    - FB-4 Approval of refunding of bond for Downing Student Union renovations
    - FB-5 Approval of asset preservation capital project
    - FB-6 Approval of the Six-Year Capital Plan
  - There is a single Information Item:  
Quarterly Internal Audit Report (Mr. Bruce Weisman) - I will update the Staff Senate if there are significant findings.
- STUDENT AFFAIRS COMMITTEE
  - There are no action items in this committee.
  - There is one Information Item:  
Stop Out Recovery program (Dr. Jennifer Hammonds and Mr. Chris Jensen)
- EXECUTIVE COMMITTEE
  - There are no action items in this committee.
  - There are two information Items:
    - Legislative Update (Ms. Jennifer Breiwa Smith)
    - Gordon Ford College of Business renderings (Ms. Janette Scott with Gensler)
- **Communications** – Tanya Vincent-**No Report**
- **Treasurer** – Reneé Purdy
  - **AS OF 4/7/2023, FY23:**
    - E&G Index – 100600
      - Starting Balance = \$1,462.40
      - Additions = \$0.00
      - Disbursements = \$0.00
      - Ending Balance = \$1,462.40
    - WKUF Account (Staff Senate Excellence Fund) – 110860
      - Starting Balance = \$1, 814.92
      - Additions = \$36.70
      - Disbursements = \$0.00
      - Ending Balance = \$1, 851.62
    - CHF Account (Book Scholarship) – 800139
      - Starting Balance = \$1,579.84
      - Additions = \$20.00
      - Disbursements = \$0.00

- Ending Balance = \$1,599.84
  
- **Technology** – Anthony Gilbert- **No Report**
- **Secretary** – Julia Johnson- **No Report**
  
- **Vice-Chair** – Jordan Basham
  - Vice Chair Basham spoke about the election results what will be posted later today and a special election will be needed to fill other open spots.
  
- **Chair** – Brian Campbell
  - Chair Campbell reported that recommendation for a 2% raise was submitted to BEC for the next budget year. BEC leadership did approve the 2% raise to be added to the next year's budget. It will now be voted on by the Board of regents. Results from the Staff Satisfaction Survey will be available by the end of May.

### **Old Business**

### **New Business**

Motion by Vice Chair Basham to hold a special election to fill open Senate Seats. Motion was seconded by Senator Vincent and approved unanimous by Staff Senators. Date for that elections will be forthcoming.

### **Public Comment**

Chair Campbell thanked WKU Student Government Association (SGA) for allowing Staff Senate to use the Senate chambers. Additional microphones and cameras have been installed in the senate chambers to better assist with recording and viewing senate meeting. Faculty Senate is now using SGA chambers which make all three Senates are using the space. Faculty Senate helped provide funding for the upgrades for the SGA Chambers. Thank you to both SGA and Faculty Senate.

### **Announcements & Notable Events:**

- Next Staff Senate Executive Committee Meeting – April 18, 2023 at 10:00am via Zoom
- Next Staff Senate Meeting: May 3, 2023 at 10:00am in DSU 2081
- May 3, 2023 Staff Senate Meeting Guest Speaker
  - Bruce Weisman, Director of Internal Audit

### **Adjournment:**

- Meeting adjourn at 11:49 am.

Link to meeting on YouTube: <https://www.youtube.com/watch?v=WnYP-4vtknU&t=112s>



# WKU STAFF SENATE

Monthly Meeting – May 3rd, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order: At 10:00 AM, CST**

**Roll Call:** 14 Senators in attendance; in person and via zoom

**Approval of the Agenda:** Approved unanimously by Staff Senators

**Approval of Prior Monthly Meeting Minutes-** Approved unanimously by Staff Senators

**Christopher Ware Staff Star Awards**

**Stefanie Keown**, Instructional Support Specialist, CITL

**Angie Link**, Senior Accounts Payable Associate

**Kati Wherry**, Coordinator Direct Lending

**Guest Speakers:**

Bruce Weisman, Director of Internal Audit

To review his presentation, visit: <https://www.youtube.com/watch?v=WnYP-4vtnkU&t=112s>

**Officer, Committee, and Staff Regent Reports**

- Staff Regent – David Brinkley
  - We will have our second regular quarterly meeting tomorrow at 1:00pm.
  - All Regents have had meetings with the EVP office to be briefed on the FY 2024 Budget Summary. The coming FY will see an increase in Budget size by approximately 6.5M dollars. Additionally, the BOR is anticipated to raise tuition by 3%.
  - There are additional action items that have been added to the agenda for tomorrow's meeting. The addition that has occupied most of my efforts since yesterday afternoon was the MOU between the CHF and WKU. We received materials yesterday for the vote tomorrow. I have some questions that I am outlining for answer in advance of the meeting. There are two additional items for full BOR consideration tied to athletic employment contracts.
- Todd Stewart presented to the Faculty Senate Executive Committee on Monday of this week, a link to notes and slides from his presentation is below:
  - [https://www.wku.edu/senate/archives/archives\\_2023/c-2-budget-finance-report-2023-04-13-meeting-submitted-2023-04-21.pdf](https://www.wku.edu/senate/archives/archives_2023/c-2-budget-finance-report-2023-04-13-meeting-submitted-2023-04-21.pdf)
- 1. ACADEMIC AFFAIRS
  - Action Items:
    - AA-1 Approval of graduate certificate in Enterprise Management
    - AA-2 Approval of graduate certificate in Executive Decision Making [p 2 and attached report]

- AA-3 Approval of undergraduate certificate in Sales AA-4 Approval of undergraduate certificate in Executive Influence in Organizations [p 4 and attached report]
- AA-5 Approval of undergraduate certificate in Managing Inclusive Organizations [p 5 and attached report]
- AA-6 Approval of undergraduate certificate in Creativity and Innovation Management [p 6 and attached report]
- AA-7 Approval of program suspension of Master of Arts in Folk Studies [p 7]
- AA-8 Approval of program suspension of Bachelor of Science in Agriculture [p 8]
- AA-9 Approval of Emeritus appointment [p 9]
- Information Item:
  - Bingocize® | Impactful Applied Research & Engaging Community and Students (Drs. K. Jason Crandall and Mark Schafer)
- 2. FINANCE AND BUDGET
  - Action Item:
    - FB-1 Approval of budget vs. actual report [p 1 and attached report]
    - FB-2 Approval of personnel actions [p 2 and attached reports]
    - FB-3 Approval of refunding of bond for Honors College renovations [p 3 and attached report]
    - FB-4 Approval of refunding of bond for Downing Student Union renovations [p 4 and attached report]
    - FB-5 Approval of asset preservation capital project [pp 5-7]
    - FB-6 Approval of the Six-Year Capital Plan [p 8 and attached report]
    - Information Item: FY24 Budget Development Update
- 3. STUDENT AFFAIRS
  - Information Item: TOP orientation presentation
- 4. EXECUTIVE
  - Action Item:
    - \*EX-1 Approval of Addendum to Athletic Employment Contract – Head Coach, Men’s Football [p 1 and attachment]
    - \*EX-2 Approval of Athletic Employment Contract – Head Coach, Men’s Basketball [p 2 and attachment]
    - \*EX-3 Approval of Memorandum of Understanding between College Heights Foundation, Inc. and Western Kentucky University [pp 3-4 and attachment]
  - \*These items were not presented at the Executive committee meeting on April 14, 2023.
- EXECUTIVE / CLOSED SESSION
  - As provided in KRS 61.810(1) for discussion of proposed or pending litigation against or on behalf of the University.
- 5. OTHER BUSINESS / ANNOUNCEMENTS
  - There will be a special called budget approval meeting in early June.

- **Communications** – Tanya Vincent-**No Report**
- **Treasurer** – Reneé Purdy
  - AS OF 4/7/2023, FY23:**
  - E&G Index – 100600
    - Starting Balance = \$1,462.40
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1,462.40
  - WKUF Account (Staff Senate Excellence Fund) – 110860
    - Starting Balance = \$1,851.62
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1, 851.62
  - CHF Account (Book Scholarship) – 800139
    - Starting Balance = \$1,579.84
    - Additions = \$20.00
    - Disbursements = \$0.00
    - Ending Balance = \$1,599.84
- **Technology** – Anthony Gilbert- **No Report**
- **Secretary** – Julia Johnson- **No Report**
- **Vice-Chair** – Jordan Basham
  - Vice Chair Basham noted there will be a special called election to fill 5 vacant positions on the Senate, they will be one year at-large positions. This will be held on May 10<sup>th</sup>.
- **Chair** – Brian Campbell
  - Chair Campbell reported that recommendation for a 2% raise was submitted to BEC for the next budget year. BEC leadership did approve the 2% raise to be added to the next year’s budget. It will now be voted on by the Board of regents. If this is approved by the BOR, the BEC leadership team will evaluate different proposals on how to allocate the 2% salary pool.
  - Chair Campbell met with President Caboni with no new issues being presented. Chair Campbell shared the senate’s concerns and appreciativeness of the 2% salary pool.

### **Old Business**

### **New Business**

### **Public Comment**

### **Announcements & Notable Events:**

- Next Staff Senate Executive Committee Meeting – May 9<sup>th</sup>, 2023 at 10:00am via Zoom
- Next Staff Senate Meeting: June 7, 2023 at 10:00am in DSU 2081

### **Adjournment:**

- Meeting adjourn at 11:02 am.

Link to meeting on YouTube: <https://www.youtube.com/watch?v=WnYP-4vtknU&t=112s>



# WKU STAFF SENATE

Monthly Meeting – June 7, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** at 10:00 am, CST by Chair Brian Campbell

**Roll Call:** 17 Senators in attendance; in person and via zoom

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

## **Christopher Ware Staff Star Awards**

Chris Harmon, Sr Endpoint Support Consultant  
LaTishah Britt, Kinesiology and Recreational Sports  
Michael Moore, Information Tech Consultant

## **Officer, Committee, and Staff Regent Reports**

- Staff Regent – David Brinkley  
The board had committee meetings and a special budget approval meeting.

The Fiscal 2024 Budget was approved.

June 2, 2023 ~ following the 9:00 am (CT) Special Budget Approval Meeting

### ACADEMIC AFFAIRS COMMITTEE

The following action items were approved:

- Approval of Suspension of Russian and East European Studies, Minor [p 1]
- Approval of Undergraduate Certificate in Teaching English to Speakers of Other Languages (TESOL)
- Approval of Undergraduate Certificate in Strategies for Trauma Informed Approaches to Improving Resilience
- Approval of Undergraduate Certificate in Professional and Technical Writing
- Approval of Emeritus Recommendations

### FINANCE AND BUDGET COMMITTEE

The following action items were approved:

- Approval of personnel actions
- Approval of Internal Audit Work Plan

### EXECUTIVE COMMITTEE

There was a closed session

- Communications – Tanya Vincent- None
- Treasurer – Reneé Purdy  
AS OF 6/01/2023, FY23:
  - E&G Index – 100600
  - Starting Balance = \$1,462.40
  - Additions = \$0.00
  - Disbursements = \$0.00
  - Ending Balance = \$1,462.40

WKUF Account (Staff Senate Excellence Fund) – 110860



- Starting Balance = \$1, 851.62
- Additions = \$36.70
- Disbursements = \$0.00
- Ending Balance = \$1, 888.32

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,579.84
- Additions = \$40.00
- Disbursements = \$0.00
- Ending Balance = \$1,619.84

- Technology – Anthony Gilbert- None
- Secretary – Julia Johnson- None
- Vice-Chair – Jordan Basham- Vice Chair Basham thanked the Work Force Committee members for all their work on the 2% staff compensation pool and talks are already underway with BEC to continue the increase.
- Chair – Brian Campbell- Chair Campbell reported that his meetings with the President Caboni for the summer have been cancelled. Chair Campbell thanked the staff, staff senate, faculty, and chair members for his service on Staff Senate as he leaving Staff Senate.

Chair Campbell is waiting on the final reversions for the Staff Survey and will disturbed those once received.

**Old Business:** None

**New Business:** Motion was made by Vice Chair Jordan Basham to use \$250.00 for lunch for current and outgoing Staff Senate members. Motions was seconded and approved unanimously. Lunch will be held at El Maz on Campus after the meeting adjourns. Introduction of new 2023 Staff Senate Members.

**Public Comment:** None

**Announcements & Notable Events:**

- Next Staff Senate Meeting: TBA

**Adjournment:**

Meeting adjourn at 10:25 am, CST.



# WKU STAFF SENATE

Monthly Meeting- July 12, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** at 10:00 am, CST by Chair Jordan Basham

**Roll Call:** 19 Senators in attendance; in person and via zoom

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

## **Christopher Ware Staff Star Awards**

Tia Ackzien, Parking Operations Specialist

Cathy Cook, Student Employment Coordinator

Chad Lawhorn, Housing Area Coordinator

## **Officer, Committee, and Staff Regent Reports**

- Staff Regent – David Brinkley-None (not in attendance)
- Parliamentarian-Lily Collins-Introduction, No Report
- Communications – Tanya Vincent- Introduction, No Report
- Treasurer – Andria Henry-Introduction  
AS OF 7/11/2023, FY23:
  - E&G Index – 100600
    - Starting Balance = \$3,668.00
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$3,668.00
  - WKUF Account (Staff Senate Excellence Fund) – 110860
    - Starting Balance = \$1, 888.32
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1, 888.32
  - CHF Account (Book Scholarship) – 800139
    - Starting Balance = \$1,619.84
    - Additions = \$0.00
    - Disbursements = \$0.00
    - Ending Balance = \$1,619.84
- Technology – Anthony Gilbert- Introduction, No Report
- Secretary – Morgan Moran- Introduction, No Report
- Vice-Chair – Gina Stoll- Introduction, No Report
- Chair – Jordan Basham-Introduction, Staff Senate had our retreat in June. One item that came up regarding our constitution and bylaws was that there was a need for revision. Motion made by Chair Basham to create an Ad hoc committee to review and make recommendations to the Senate by our

November meeting. Motion was seconded and approved unanimously.

**Old Business:** Senator Vincent asked about ordering towels. Motion was made and approved in the last meeting.

**New Business: None**

**Public Comment:** Hayden Hopkin requested Staff Senate look at the current Parental Leave policy for couples who are both employed at WKU.

**Announcements & Notable Events:**

- Next Staff Senate Meeting 10am August 9<sup>th</sup>. Location TBA; Possibly the Regents Room

**Adjournment:**

Meeting adjourn at 10:25 am, CST.



# WKU STAFF SENATE

Monthly Meeting – August 9, 2023 (10:00 AM) Regents Room, JRH

**Call to Order:** at 10:00 am, CST by Chair Jordan Basham

**Roll Call:** 18 Senators in attendance; in person and via zoom

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes** Approved by unanimous approval by Staff Senators

## **Christopher Ware Staff Star Awards**

Jessica Luna, Specialist, Communication and Events-PCAL  
Kassy Sweeney, Senior Academic Advisor, ACDC  
Melanie Redden, Office Coordinator-Gatton Academy

## **Officer, Committee, and Staff Regent Reports**

### **Staff Regent – David Brinkley**

Good morning,

The Board of Regents will have multiple activities this week. First, there is an annual day-long retreat (on campus) this Thursday August 10th. I have included the proposed agenda for your review:

9:00 am Unmet Need Study (Tuesdi Helbig)  
10:00 am Living Learning Community Evaluation (Daniel Super)  
11:00 am Risk Management (Bruce Weisman)  
12:00 pm Break  
1:00 pm Knowledge Towns (Dr. Phillip Bale)  
1:30 pm College of Health & Human Services Strategic Plan (Tania Basta)  
2:30 pm Self-assessment, wrap-up and closing comments (President Caboni)  
2:45 pm Regent tour of Center for Energy Systems (CES)

Friday there will be a Quarterly BOR meeting with several agenda items for final approval.

The new Chair, Currie Milliken, will also administer the Oath to one new appointed Regent, Cynthia J. Nichols, and the SGA elected Regent, Sam Kurtz.

Here are the action and/or information items:

### ACADEMIC AFFAIRS

Action Items:

AA-1 Approval of Undergraduate Certificate in Strategies for Trauma Informed Approaches to Improving Resilience

AA-2 Approval of Suspension of Russian and East European Studies, Minor

AA-3 Approval of Undergraduate Certificate in Teaching English to Speakers of Other Languages (TESOL)

AA-4 Approval of Undergraduate Certificate in Professional and Technical Writing

\*AA-5 Approval of program suspension of Photojournalism, Minor

\*AA-6 Approval of suspension of Floodplain Management

## AA-7 Approval of Emeritus Recommendations

\*These items were not presented at the Academic Affairs committee meeting on June 2, 2023.

Information Item:

Faculty Presentation (Katherine Lennard)

## FINANCE AND BUDGET

Action Item:

FB-1 Approval of personnel actions

FB-2 Approval of Internal Audit Work Plan

\*FB-3 Approval of banking services contract

\*FB-4 Approval of Transit Management Agreement Addendum

\*These items were not presented at the Finance committee meeting on June 2, 2023.

The Regents have had small group presentations this week regarding the banking services contract and the transit management agreement addendum.

A couple of items of note: The transit management agreement was approved by the City of Bowling Green on May 2nd, notice for review was given to the entire Board on August 3rd. I am still reviewing the contracts and their implications (such as dissolution of staff positions) and will be happy to discuss any concerns up until the meeting on Friday. I am accepting information and feedback on FB-3 and FB-4 if anyone wants to research them.

On a side note, in the June 2nd committee meeting, there were comments made about how the market equity adjustments have been rolling out across campus and NOT adversely impacting the budgets of those areas. There is interest in how to facilitate those adjustments in other units.

## STUDENT AFFAIRS

Information Item:

M.A.S.T.E.R. Plan

## EXECUTIVE

Action Item:

\*EX-1 Approval of addendum to Athletic Employment Contract, Head Coach, Women's Soccer

\*EX-2 Approval of addendum to Athletic Employment Contract, Head Coach, Track

\*EX-3 Approval of Athletic Employment Contract, Head Coach, Women's Golf

\*EX-4 Approval of Athletic Employment Contract, Head Coach, Women's Tennis

\*EX-5 Approval of Athletic Employment Contract, Head Coach, Men's Golf

\*EX-6 Approval of the philanthropic naming of the soccer/softball locker room

\*EX-7 Approval of Code of Editorial Integrity Policy for Public Media

\*These items were not presented at the Executive committee meeting on June 2, 2023.

## OTHER BUSINESS / ANNOUNCEMENTS

· Special Recognition (President Timothy C. Caboni)

Future meeting dates:

· August 14, 2023 – Convocation

· September 13, 2023 – Soccer/softball ribbon cutting

· October 20, 2023 – Committee Meetings

· November 11, 2023 – Homecoming

· December 7, 2023 – Fourth Quarterly Meeting

### **Parliamentarian – Lily Collins**

The Parliamentary Ad Hoc Committee will be working to propose edits to the bylaws. If any senators that suggestions for edits they can bring them to the committee for review.

- ❑ **Communications – Tanya Vincent**  
Open Enrollment will be October 16<sup>th</sup>-27<sup>th</sup>. HR will be sending out information soon. Watch your email for any additional notifications about benefits.
  
- ❑ **Treasurer – Andria Henry**  
AS OF 8/8/2023, FY23:
  - E&G Index – 100600
    - ❑ Starting Balance = \$3,668.00
    - ❑ Additions = \$0.00
    - ❑ Disbursements = \$0.00
    - ❑ Ending Balance = \$3,668.00
  
  - WKUF Account (Staff Senate Excellence Fund) – 110860
    - ❑ Starting Balance = \$1,888.32
    - ❑ Additions = \$18.35
    - ❑ Disbursements = \$0.00
    - ❑ Ending Balance = \$1, 906.67
  
  - CHF Account (Book Scholarship) – 800139
    - ❑ Starting Balance = \$1,619.84
    - ❑ Additions = \$10.00
    - ❑ Disbursements = \$0.00
    - ❑ Ending Balance = \$1,629.84
  
- ❑ **Technology – Anthony Gilbert: No Report**
- ❑ **Secretary – Morgan Moran: No Report**
- ❑ **Vice-Chair – Gina Stoll: No Report**
- ❑ **Chair – Jordan Basham:**  
Staff engagement survey will be posted to the Staff Senate website. The result of this survey indicated that overall employees moderately agree that they are satisfied working at WKU. The survey will be available by tomorrow to review. Thank you to Dr. Katrina Burge and the Industrial Organizational Psychology Graduates for their help conducting this survey.

The Executive Committee met as our first meeting of FY 2023-2024. No action items from the meeting. No other eternal meetings conducted.

**Old Business:** No Old Business

**New Business:**

Senator Gilbert shared the idea to change our meeting from the first Wednesday of the month to the second meeting of the month. This would prevent us from moving meetings a few times a year. Chair Basham shared that the meeting time is in our bylaws and must be considered for change by the Parliamentarian.

**Public Comment:** No Comments

**Announcements & Notable Events:**

- ❑ Thank you to Community Events for helping to schedule this room this month and the Regents to lending us their room.
- ❑ Next Staff Senate Meeting: 10am September 6<sup>th</sup>, 2023

**Adjournment:**

Meeting adjourned at 10:29am CST



# WKU STAFF SENATE

Monthly Meeting – September 6, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** at 10:00 am CST by Chair Jordan Basham

**Roll Call:** 19 Senators in attendance; in person and via zoom

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

**Christopher Ware Staff Star Awards**

Rebecca Collins, Learning Resource Coordinator, School of Nursing  
Adam Ashby, Coordinator, Student Records & Registration  
Carol Lee, Office Coordinator, Educational Enhancement Programs

**Information Item:**

**C.L.I.M.B. Higher: Equipping Supervisors for Success**

Michaela Daniel & Dr. Micah Logan

M. Daniel from HR spoke about C.L.I.M.B Higher. The program is a 2-day training for full-time faculty or staff supervisors who supervise 1 or more person to better equip supervisors. Training is at DSU and includes lunch. Applications open 9/13. There are two sessions to choose from: Session 1: OCT. 18 & 10/25 & Session 2: 10/26 & 11/2. Sessions include learning policies and procedures, DISC Assessment, trouble shooting. Dr. Micah Logan spoke about her experience in the program and how beneficial the training was for her.

**Officer, Committee, and Staff Regent Reports**

- **Staff Regent – David Brinkley:** No Report
  
- **Parliamentarian – Lilly Collins:** Ad-Hoc committee will be reviewing our bylaws the next 2-3 weeks. A draft of recommended revisions will follow.
  
- **Communications – Tanya Vincent:**
  - Reminder-Staff Leadership Institute is taking applications until September 13th.
  - Email about Parking for Gordon Ford College of Business. An inquiry to Parking and Transportation has been sent and we are awaiting a reply.
  
- **Treasurer – Andria Henry**  
AS OF 9/5/2023, FY24:  
E&G Index – 100600
  - Starting Balance = \$3,668.00
  - Additions = \$0.00
  - Disbursements = \$0.00
  - Ending Balance = \$3,668.00

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1,906.67
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$1,925.02

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,629.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,639.84

- **Technology – Anthony Gilbert:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Gina Stoll:** Reminder that we are still taking applications for Staff Mentor Program.
- **Chair – Jordan Basham:** Met with President Caboni for their first meeting of the semester and had a good initial conversation. Attended Topper Fest August 18th. Also working on the BEC. Discussions are ongoing about the 2 percent pool for staff raises. Please share any thoughts on the pool. Staff Leadership applications are open.

**Old Business**

Have the red towels have been ordered? No but they will be ordered soon.

**New Business: None**

**Public Comment: None**

**Announcements & Notable Events:**

- Next Staff Senate Meeting: 10am October 11<sup>th</sup>, 2023
  - Guest Speaker: President Caboni-A survey will be sent out to solicit questions for the next meeting. Please submit any questions you have.

**Adjournment:**

Meeting adjourned at 10:28am CST.





# WKU STAFF SENATE

Monthly Meeting – October 11, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** 10:01am CSH by Chair Jordan Basham

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

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

**Christopher Ware Staff Star Awards**

Ginny Hensley, Parent & Family Engagement Coordinator

Karen Russell, Housing Assistant

Robert Roberson, Graphic Designer, Admissions

**Guest Speaker: President Caboni**

President Caboni spoke to the senate addressing questions that were submitted by staff prior to the meeting. He began by sharing some positive information regarding enrollment and retention. Caboni announced that on November 1st from 2:30pm-3:30pm in the Colonnade there will be Faculty and Staff Appreciation Reception to celebrate our accomplishments together. He then addresses rumors about the budget and went on to address staff questions submitted about parking, staff compensation and promotion, training/onboarding, and flexible work schedules. Please visit <https://www.youtube.com/live/v9V-eo2Uy8A?feature=shared> to view his full remarks.

**Officer, Committee, and Staff Regent Reports**

- **Staff Regent – David Brinkley:** No Report
- **Parliamentarian – Lily Collins:** No Report
- **Communications – Tanya Vincent:** Senator Vincent shared a reminder that open enrollment for benefits begins October 16<sup>th</sup>.
- **Treasurer – Andria Henry:**  
AS OF 10/10/2023, FY24:  
E&G Index – 100600
  - Starting Balance = \$3,668.00
  - Additions = \$0.00
  - Disbursements = \$0.00
  - Ending Balance = \$3,668.00
  
- WKUF Account (Staff Senate Excellence Fund) – 110860
  - Starting Balance = \$1, 925.02
  - Additions = \$18.35
  - Disbursements = \$0.00
  - Ending Balance = \$1, 943.37
  
- CHF Account (Book Scholarship) – 800139
  - Starting Balance = \$1,639.84
  - Additions = \$10.00
  - Disbursements = \$0.00
  - Ending Balance = \$1,649.84
- **Technology – Anthony Gilbert:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Gina Stoll:** No Report

- **Chair – Jordan Basham:** Chair Basham reported that he met with President Caboni to discuss the questions submitted to staff senate for today's meeting. Also, the BEC is close to finalizing their recommendation for the 2% budget pool.

**Old Business:** None

**New Business:** None

**Public Comment:** None

**Announcements & Notable Events:**

- Next Staff Senate Meeting: 10 am November 1st, 2023
- Next Staff Senate Executive Committee Meeting is October 18<sup>th</sup> via Zoom.
- 2 WKU staff are featured in VIPBG this month.

**Adjournment:** Meeting adjourned at 10:57am



# WKU STAFF SENATE

Monthly Meeting – November 1, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** At 10:01am, CST

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

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

**Christopher Ware Staff Star Awards**

Debbie Dismon, Office Coordinator-Parking Services  
Marsha Hopper, Specialist, Student Wellness, CHHS  
Meygan Oliver, Operations Office & Events Coordinator, DSU

**Special Presentation:** WKU Center for Financial Success

Dr. Andrew Head, Director of the Center for Financial Planning  
Zach Jones, Program Manager for the Center for Financial Success

Dr. Andrew Head and Zach Jones from the WKU Center for Financial Success shared information about what the center does and answered questions submitted by staff in advance of the meeting.

To review the presentation, visit; <https://www.youtube.com/watch?v=hSSbVGZcVSk>

**Officer, Committee, and Staff Regent Reports**

- **Staff Regent – David Brinkley:**  
The Board of Regents had a Committee Meeting October 20<sup>th</sup>.

**ACADEMIC AFFAIRS COMMITTEE**

Action Items:

AA-1 Academic Program Suspension Floristry, Minor [p 1]  
AA-2 Academic Program Suspension, Master of Science in Child and Family Studies [p 2]  
AA-3 Approval of Emeritus Appointments [p 3]

Information Item:

Academic Affairs Update (Provost Fischer)  
Faculty Presentation

**FINANCE AND BUDGET COMMITTEE**

Action Items:

FB-1 Acceptance of auditor's report and financial statements for year ended June 30, 2023 [p 1 and attached reports]  
FB-2 Approval of 2023-2024 statement of revenues & expenditures [p 2 and attached report]  
FB-3 Approval of 2023-2024 operating budget revisions [p 3]  
FB-4 Approval of personnel actions [p 4 and attached reports]  
FB-5 Approval of internal audit charter revisions [p 5 and attached report]

Information Items:

- Quarterly financial statements (Susan Howarth)
- Quarterly internal audit report (Bruce Weisman)

**STUDENT AFFAIRS COMMITTEE**

Information Item:

- Imagewest presentation

### EXECUTIVE COMMITTEE

•Action Item:

EX-1 Approval of Provost Emeritus appointment [p 1]

Information Item:

- Strategic Plan Update (Bruce Schulte)
- Hilltopper Field House renderings

### EXECUTIVE / CLOSED SESSION

As provided in KRS 61.810(1) for discussion of proposed or pending litigation against or on behalf of the University

Regent David Brinkley's contact information, email [david.brinkley@wku.edu](mailto:david.brinkley@wku.edu) or email anonymously at [wkustaffregent@gmail.com](mailto:wkustaffregent@gmail.com).

- **Parliamentarian – Lily Collins-No Report**
- **Communications – Tanya Vincent-No Report**
- **Treasurer – Andria Henry**

AS OF 10/10/2023, FY24:

E&G Index – 100600

- Starting Balance = \$3,668.00
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$3,668.00

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1, 943.37
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$1, 961.72

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,649.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,659.84

- **Technology – Anthony Gilbert-No Report**
- **Secretary – Morgan Moran-No Report**
- **Vice-Chair – Gina Stoll**
  - From Human Resources, the 2024 Holiday Calendar is now available to view on the HR website.
- **Chair – Jordan Basham**
  - BEC accepted the recommendation for the utilization of the 2% pool. 1% will be used as a flat raise for all eligible employees and the other 1% to be used in a strategic manner; distributed proportionately across the divisions to address compensation issues for employees who are under minimum pay bands, inversion or compression. This was an unanimous vote by the members of the BEC.
  - Chair Basham met with President Caboni a week early. They discussed his presentation, budget items, and talked about the Center for Financial Success coming to speak to Staff Senate. Chair Basham shared with President Caboni that in his opinion the conversations

that the senate is having this year and the last couple years have shown an increased level of engagement. He thanked the senate for being engaged and speaking up in public meetings.

**Old Business:** None

**New Business:**

- Senator Hopwood shared concern about the rising cost of benefits and the the university not meeting cost of living increases. This change means that he is actually taking home less than last year when keeping all their options the same. He would like us to consider the impact that this has on employees and find ways to open doors and improve things.
- Senator Vincent asked about how we should treat repeat Staff Star nominations. After some discussion, there was agreement that employees should be able win again in a different year. The committee can discuss and make a decision.
- 

**Public Comment:**

- Herb Hess with Facilities management. He wanted to touch on the same subject as Senator Hopwood. He broke down the 1 percent raise and his benefits cost increases and that for him he would see a 0.3% increase in pay. He would like the benefits committee to consider is a self insured insurance plan was the best option for WKU and ask questions. He stressed that anyone making 42,00 or less is not getting a raise when you consider the benefit cost increase. Senator Vincent shared that the benefits committee will be looking at different options. There will be a presentation by the firm that is researching self insures vs. not self insured options.
- Senator Bartley added that some of the employees are taking a multiple year loss in pay due to increases in benefits.

**Announcements & Notable Events:**

- Faculty & Staff Appreciation Reception: Today 2:30pm at the Colonnade
- Next Staff Senate Meeting: 10 am December 6<sup>th</sup>, 2023

**Adjournment:** Meeting adjourned at 11:35am, CST



# WKU STAFF SENATE

Monthly Meeting – December 7, 2023 (10:00 AM) Senate Chambers, DSU 2081

**Call to Order:** At 10:01am, CST

**Roll Call:** 16 Senators in attendance; in person and via Zoom

**Approval of the Agenda:** Approved by unanimous approval by Staff Senators

**Approval of Prior Monthly Meeting Minutes:** Approved by unanimous approval by Staff Senators

**Christopher Ware Staff Star Awards**

Angie Alexieff, Office Associate, Communication Sciences and Disorders

Crystal G. Nuckols, Coordinator, Student Services & Outreach, WKU Glasgow

Josiah S. Super, Specialist, School of Teacher Education

**Officer, Committee, and Staff Regent Reports**

- **Staff Regent – David Brinkley**

Good morning,

The WKU Board of Regents will hold the Final Quarterly meeting of 2023 tomorrow at 1:00pm in JRH Regents' Room.

The agenda pairs with the committee meetings in October. This will be final approval vote for the following:

1. ACADEMIC AFFAIRS

Action Items:

AA-1 Academic Program Suspension Floristry, Minor

AA-2 Academic Program Suspension, Master of Science in Child and Family Studies

AA-3 Approval of Emeritus Appointments

2. FINANCE AND BUDGET

Action Item:

FB-1 Acceptance of auditor's report and financial statements for year ended June 30, 2023

FB-2 Approval of 2023-2024 statement of revenues & expenditures

FB-3 Approval of 2023-2024 operating budget revisions

FB-4 Approval of personnel actions

FB-5 Approval of internal audit charter revisions

3. STUDENT AFFAIRS

NO ACTION ITEMS

4. EXECUTIVE

Action Item:

EX-1 Approval of Provost Emeritus appointment

\*EX-2 Approval of the philanthropic naming of the softball equipment room

\*This item was not presented at the Executive committee meeting on October 20, 2023.

There will be two noteworthy Information Items:

- Philanthropy Update (Amanda Trabue)

- President's evaluation (W. Currie Milliken, Chair)

Please note these Future meeting dates:

- December 8, 2023 – College Recognition Ceremonies
- January 19, 2024 – Committee Meetings
- March 1, 2024 – First Quarterly Meeting
- April 12, 2024 – Committee Meetings
- May 2, 2024 – Second Quarterly Meeting
- May 2, 2024 – Commencement
- May 3, 2024 – College Recognition Ceremonies
- June 7, 2024 – Special Budget Approval Meeting
- June 7, 2024 – Committee Meetings

I would strongly recommend that anyone running for or interested in becoming the next WKU Staff Regent be present for the March/April/May meetings.

- **Communications – Tanya Vincent:** No Report
- **Treasurer – Andria Henry**  
Treasurer's Report  
December 2023

AS OF 12/05/2023, FY24:

E&G Index – 100600

- Starting Balance = \$3,668.00
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$3,668.00

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1,961.72
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$1,980.07

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,659.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,669.84

- **Technology – Anthony Gilbert-**No Report
- **Secretary – Morgan Moran-** No Report
- **Vice-Chair – Gina Stoll-**No Report
- **Chair – Jordan Basham**
  - Staff Senate Executive Council Meeting: Discussed Staff Senate election and Staff Regent Election. More information will be announced in the January 10<sup>th</sup> meeting.
  - Budget Executive Council: Informational sessions wrapped up last week. When the BEC reconvenes we will move to preparing a recommendation for the salary pool and use for the next FY. Reach out to Staff Senate with any recommendations.

**Old Business:** None

**New Business:**

- Senator Vincent has a reminder for graduating staff: Salary increases for December graduates must be initiated to go into effect in January.
- Senator Vincent shared an email a staff member regarding the Sodexo contract and the recent changes in cleaning schedule. They wanted to know if the changes effected the contract. Chair Basham reached out to Bryan Russel after the change was announced. There was an admendment to the contract that resulted in a cost savings overall. Any needs in regards to the changes you should reach out to your building coordinator. Senate members discussed the changes and how it is going in their areas. To review the conversation, visit: <https://www.youtube.com/watch?v=we7F3B9bfmM>.

**Public Comment:** None

**Announcements & Notable Events:**

- Next Staff Senate Meeting: 10 am January 10<sup>th</sup>, 2024

**Adjournment:** Meeting adjourned at 10:39am, CST.