



# WKU STAFF SENATE

**Monthly Meeting – July 2nd, 2025 (10:00 AM) DSU 2081**

**View Full Meeting:** <https://www.youtube.com/watch?v=Db5PvzROVf8>

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

**Roll Call:** 15 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**

Landon Rager, Public Health

LaShenna Shelton, School of Nursing

Logan Stanfield, Information Technology Services

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

- **Staff Regent – Jennifer Hammonds:** No Report
- **Communications – Deanna Jenkins:** Senator Jenkins is working updating our posts from Twitter to LinkedIn.
- **Treasurer – Andria Henry**

Treasurer's Report

July 2025

AS OF 7/1/2025, FY25:

E&G Index – 100600

- Starting Balance = \$1,913.89
- Additions = \$0.00
- Disbursements = \$1,718.57 (pending)
- Ending Balance = \$195.32

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,275.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,290.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,969.84
- Additions = \$15.00
- Disbursements = \$0.00

- Ending Balance = \$1,984.84
- **Technology – Kent Johnson:** No Report.
- **Parliamentarian – Jon Adams:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Jordan Ray:** Senator Ray reported that the senate term for our regional representative, Senator Elin Chadwick, has expired. Thank you, Elin, for your service. Senator Ray has reached out to the Director of Regional Campuses to ask him to appoint a successor. Senator Ray will provide an update when he hears back.
- **Chair – Leslie Vanderpool:** No Report

#### **Old Business:**

- **Staff Senate Representatives:** Senator Henry shared an update regarding having a representative from SGA and Faculty Senate come to Staff Senate meetings. SGA like the idea and will be discussing the idea once the semester begins. The Faculty Senate has in a line in their charter that states a representative from the Staff Senate will attend their meetings. If anyone would like to volunteer to attend, please let Senator Henry know.

#### **New Business:**

- **Proposal of new amendment:** Chair Vincent reviewed the proposal to amend the Constitution and Bylaws of the Staff Senate. This amendment changes the Standing Committees of the Senate. There was no discussion except a minor correction. Motion made, seconded, and carried. (Please see attached amendment.)
- **Senator Werner introduced a Motion to Establish an Ad-Hoc Committee to Define the Roles and Duties of a Permanent Workplace Safety Subcommittee.** The motion was tabled until the next meeting so that all senators can review the motion. (Please see attached motion.)

**Public Comment:** None

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

- **Next Staff Senate Meeting:** August 6, 2025, 10:00 am in DSU.

**Adjournment:** 11:38 AM CST

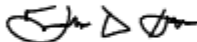
WKU Staff Senate Amendment to the Constitution and Bylaws  
Submitted to the Senate on July 2, 2025

This proposal would amend the Constitution and Bylaws of the Staff Senate to update:

- Article I: Membership, Section I, Subsection 5: Change to read: "Serve on committees as needed."
- Article III: Officers, Section III
  - Chair: Add: "Shall appoint members to University and Senate committees. These members shall regularly report committee business to the Chair for dissemination to the Senate." Remove: "To determine, in consultation with the Secretary, the agenda items in accordance with items submitted prior to the meeting."
  - Vice-Chair: Add: "Chair the Campus Conversations Standing Committee."
  - Treasurer: Remove: Book Scholarship Standing Committee. Remove: "To maintain financial reports and to provide information as requested by the Senate." Add: "Chair the Staff Senate Events Standing Committee."
  - Technology Officer: Change "To serve as a permanent member of the Book Scholarship Standing Committee" to "Chair the Awards and Scholarships Standing Committee."
  - Communications Officer: Add: "Chair the Communications Standing Committee."
- Article IV: Meetings, Section V: Retreat. Change "...before the newly elected members are sworn in" to "...before the term of each newly elected member begins."
- Article V: Committees
  - Section III: Standing Committees. Replace current list of standing committees with the following:
    - Awards and Scholarships Standing Committee
      - This committee reviews applications and awards the Book Scholarship and the Christopher Ware Staff Star Award. The committee is chaired by the Staff Senate Technology Officer.
    - Campus Conversations Standing Committee
      - This committee identifies guest speakers for Staff Senate meetings and solicits and organizes questions from the campus community for guest speakers. The committee is chaired by the Staff Senate Vice-Chair.
    - Communications Standing Committee

- This committee supports the Communications Officer in Staff Senate communications. The committee is chaired by the Staff Senate Communications Officer.
- Events Standing Committee
  - This committee coordinates and plans Staff Senate events. The committee is chaired by the Staff Senate Treasurer.
- Onboarding Standing Committee
  - This committee facilitates the Staff Senate Mentorship Program and other Senate onboarding initiatives for new employees. The committee is chaired by the Secretary.
- Section IV: Staff Senate Executive Committee. Add "To set, organize, facilitate and hold Staff Senate and Staff Regent elections." Add "To create, disseminate, and report the results of the Staff Engagement Survey."

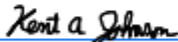
This amendment is submitted to the WKU Staff Senate by:

  
Jonathon Adams (Jun 18, 2025 19:07 CDT)  
 Senator Jon Adams

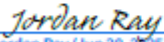
06/18/2025  
 Date

  
Deanna M. Jenkins (Jun 18, 2025 20:57 CDT)  
 Senator Deanna M. Jenkins

06/18/2025  
 Date

  
Kent A. Johnson (Jun 20, 2025 08:58 CDT)  
 Senator Kent Johnson

06/20/2025  
 Date

  
Jordan Ray (Jun 20, 2025 09:39 CDT)  
 Senator Jordan Ray

06/20/2025  
 Date

  
Leslie Vanderpool  
 Senator Leslie Vanderpool

06/20/2025  
 Date

## **Motion to Establish an Ad-Hoc Committee to Define the Roles and Duties of a Permannet Workplace Safety Subcommittee**

**Submitted to:** Staff Senate

**Submitted by:** Kevin Werner

**Date:** 6/4/2025

**Motion Title:** Creation of an Ad-Hoc Committee for Workplace Safety Subcommittee Role Definition

### **Motion:**

Be it resolved that the Staff Senate hereby establishes an **Ad-Hoc Committee** for the purpose of defining the **roles, responsibilities, and scope of work** for the proposed **Workplace Safety Subcommittee** under the standing **Workforce Committee**.

### **Purpose:**

The Ad-Hoc Committee shall be tasked with:

1. **Clarifying the Mission and Scope** of the Workplace Safety Subcommittee.
2. **Defining Roles and Responsibilities** of subcommittee members.
3. **Establishing Operational Guidelines**, including meeting frequency, reporting structure, and collaboration with other university departments.
4. **Recommending Membership Criteria** and selection processes.
5. **Drafting a Motion** for amending the bylaws to establish a permanent Workplace Safety Subcommittee to be approved by the Staff Senate.

### **Membership:**

The Ad-Hoc Committee shall consist of 5 members appointed by the Staff Senate Executive Committee, including at least one member from the Workforce Committee and one ex-officio representative from Campus Safety and Security.

### **Timeline:**

The Ad-Hoc Committee shall complete its work and present its recommendations to the Staff Senate no later than six months from formation.

### **Effective Date:**

This motion shall take effect immediately upon approval by the Staff Senate.

## Discussion:

Thinking about the place where you regularly work, do you know where the closest fire extinguisher is? Do you know how to use one?

What about an AED? When they were first installed, someone was trained in how to use it. Is that person still working there?

Who's responsible for ensuring the first aid kit is stocked?

Has anyone who you work with been trained in CPR?

"Who is responsible for workplace safety?", The only correct answer is "Everyone"

A strong culture of workplace safety goes beyond compliance with regulations—it reflects a shared commitment by leadership and staff to prioritize the well-being of every individual. Establishing a standing committee devoted to workplace safety sends the clear message that we are committed to making WKU a safe place to work.

No matter what job you do, at the end of the day we all want to make it home safe.