



WKU STAFF SENATE

Monthly Meeting – May 7th, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=X576eD04UFA>

Call to Order: 10:00 AM 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

Bailey Cooke, Social Work

Joshua Deal, Ricoh

Nicole Steele, Center for Innovative Teaching & Learning

Guest Speaker

- WKU Human Resources: Quenna Thompson, Interim Assistant Vice President, and Michaela Daniel, HR Specialist gave an overview of HR, HR updates, and answered questions from staff members that were submitted in advance.
Highlights included:
 - HR handles benefits, compensation, employment searches and screening, employee relations, employee recognition, HRIS/Data, policy administration, leave management, performance development, retirement, training, and wellness.
 - HR uses Team Dynamix, a ticketing service, to be more efficient in their process. They have recently added a supervisor request ticket. The late leave and family medical forms are now separate forms and coming soon you will be able to submit an electronic late leave form.
 - Events and Initiatives:
 - C.L.I.M.B. Higher: Equipping Supervisors for Success: HR has created an OnDemand format via Zoom. There will be 3 different sessions this May-June: Session one is *Scheduling: Supervising Time, Leave, and Flexibility*, session two is *Stepping Into Supervision: Preparing for Leadership at WKU*, and session three is *Annual Performance Development Process, FY26*.
 - Staff Performance Development upcoming dates: Employee portion is from July 1st through August 31st, and the supervisor portion is from September 1st through November 1st.

- WKU New Staff Orientation: Launched in January. This training gives new hires information about campus, benefits, timekeeping/leave, WKU policies, online tools. There are two New Hire Orientation sessions every month. New hires are invited to attend by HR.
- Open Enrollment: Open Enrollment will be in mid-October. Vitality will have an enhanced portal and web app. There are two new voluntary benefits available for enrollment. Pet Insurance through MetLife and Home and Auto Insurance through Farmers Insurance.
- Effective 8/4/2025, Kroger will be added back to the Express Scripts prescription drug network for WKU.
- Quenna answered questions submitted by staff. Topics included salary, job modifications and time keeping, and benefits costs. Please visit <https://www.youtube.com/watch?v=X576eD04UFA> to watch full remarks.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:**
 - The Board of Regents will meet tomorrow May 8th for committee meetings and for a special called meeting.
 - Academic Affairs
 - Approval of academic program suspension, Minor, Computer Information Systems
 - Approval of academic program suspension, AA in Organizational Supervision
 - Approval of Professional and Technical Writing, graduate certificate
 - Approval of Substance Use Disorder, undergraduate certificate
 - Approval of emeriti appointments
 - Finance and Budget
 - Approval of third quarter budget vs actual
 - Approval of line of credit renewal
 - Approval of personnel actions
 - Approval of 2026-2032 six-year capital plan
 - Approval of 2025-2026 internal audit plan
 - Special Called Meeting: Approval of promotion and tenure.
- **Communications – Deanna Jenkins:**
 - Senator Jenkins reported that she will be closing the Staff Senate X account in June and will create a LinkedIn account during the summer.
- **Treasurer – Andria Henry**
 Treasurer's Report
 May 2025
 AS OF 5/6/2025, FY25:

E&G Index – 100600

- Starting Balance = \$3,493.24
- Additions = \$0.00
- Disbursements = \$1,413.27 (towel order)
- Ending Balance = \$1,913.89

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,245.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,260.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,939.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,954.84

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,924.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,939.84

- **Technology – Kent Johnson:** No Report
- **Parliamentarian – Jordan Ray:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool:** No Report
- **Chair – Tanya Vincent**
 - The BEC met last week. Reynaldo Domoney provided an FY26 budget update. Bryson Davis with Financial Aid gave a financial aid and scholarship update. May 1st was the deadline for all incoming freshmen to accept their rewards. They are on target of their goals and the number of awards accepted is trending upwards.
 - Chair Vincent met with President Caboni. They discussed the call for questions the Staff Senate sent out for Human Resources. There was a question regarding the email Dean Brown sent out asking for feedback on the Provost.

Old Business: None

New Business:

- Election updates: The new members joining the Staff Senate for the FY26 will be starting in June. The new members are:
 - FT Executive/Admin/Professional (2-year term)
 - Adam Ashby
 - Megan Bailey
 - Jessica Basham
 - Tracy Bryant
 - Kevin Werner
 - At-Large (1-year term)
 - Jonathan Adams
 - Audra Coil
 - Herb Hess
 - Jonathan Hughes
 - Ben Spitler
- Retreat luncheon: The luncheon will be held at the Fairview El Mazatlán.
- FY25 Budget Spending: Treasurer Henry shared quotes for Scantrons, Bluebooks, and backpacks. 500 per Pack for \$57, 100 Bluebooks for \$60, 50 laptop backpacks for ~\$600.
 - Chair Vincent made a motion to spend \$300 worth of scantrons and blue books. The motion was seconded by Senator Hess and approved.
 - Chair Vincent made a motion to purchase 50 backpacks. The motion was seconded by Senator Henry and approved.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: May 7th, 2025, 10:00 am, Regents Room, JRH
 - Parking and Transportation will be our guest speaker.

Adjournment: 11:25 AM CST