



WKU STAFF SENATE

Monthly Meeting – January 8th, 2025 (10:00 AM) DSU 2081 View

Full Meeting: https://www.youtube.com/watch?v=D_yB7jy322Y

Call to Order: 10:00 AM CST

Roll Call: 18 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

Gerita Cook, South Central Kentucky AHEC

Sheryl Hagan, OCSE Dean's Office

Mariya Merkley, Academic Program Marketing

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**
 - No Report, but Kudos to all the crew who worked to make campus accessible today, thank you.
- **Communications – Deanna Jenkins**
 - Senator Jenkins is going to pull statistics from Twitter and may suggest a switch from X (formerly Twitter) to LinkedIn because of low interaction.
 - Bylaws Update: The amendment to update the bylaws received the five signatures needed. Our next steps are to approve those changes and then update the bylaws on the website. Chair Vincent asked for a motion to approve the amendments to the bylaws. Senator Hess made a motion to approve the amendment, and Senator Moran seconded the motion. There was no discussion. Motion carried.
- **Treasurer – Andria Henry**

Treasurer's Report
January 2025
AS OF 1/8/2025, FY25:

E&G Index – 100600

 - Starting Balance = \$3,493.24
 - Additions = \$0.00
 - Disbursements = \$0.00
 - Ending Balance = \$3,493.24

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,185.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,200.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,879.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,894.84

- **Technology – Kent Johnson:** No Report
- **Parliamentarian – Jordan Ray:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool:** No Report
- **Chair – Tanya Vincent**
 - Chair Vincent shared that we may need to reevaluate the need for a January Meeting as there is not much to report right after winter break.

Old Business:

- Staff Ombudsperson: Chair Vincent is working with HR, President Caboni and Susan Howarth to get an interim Ombudsperson in place while an official process is created to appoint an ombudsperson. Senator Ray has volunteered to be the interim Ombudsperson and Chair Vincent has shared that with HR.
- March Meet and Greet: Senator Vanderpool is working on getting names for recognition. More information will be coming in February.

New Business: None

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: February 5th, 2025, 10:00 am

Adjournment: 10:20 AM CST



WKU STAFF SENATE

Monthly Meeting – February 5th, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=GIFMv-b908w>

Call to Order: 10:00 AM CST

Roll Call: 20 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

Cara Cordell, Gordon Ford College of Business

Debbie Gabbard, Agriculture and Food Science

Naomi Rowland, Mahurin Honors College

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**
 - There is a board meeting next Friday. Committee meetings will be held in the morning and a full board meeting in the afternoon. The agenda and all items will be posted tomorrow. Please send Regent Hammonds any questions.
- **Communications – Deanna Jenkins**
 - The newly approved Constitution and bylaws have been uploaded to the website.
 - There is a newly created Qualtrics form for anonymous comments on the website. There is an option on the page to put an email address for a response. If an email address is used, please note that makes the message not anonymous.
 - Staff Senate received an email about extending the bereavement leave policy. We have reached out to HR to get an answer and are awaiting a reply.
- **Treasurer – Andria Henry**

Treasurer's Report

February 2025

AS OF 2/4/2025, FY25:

E&G Index – 100600

 - Starting Balance = \$3,493.24

- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$3,493.24

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,200.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,215.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,894.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,909.84

- **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 has met a couple of times since the last Staff Senate meeting.
 - Renaldo Domoney presented to the BEC early indications for the FY26 budget that is still in development.
 - John Mark Francis of enrollment management presented the fall 2025 application activity. As of yesterday, WKU had a total of 11,155 applications submitted so far. This is 1 percent down from last year, but enrollment is still trending well. Admissions continues to focus on broadening their recruitment efforts.
 - Athletics presented a six-month update on their budget and spending. It is trending well for the year. They have a plan in place for the repayment of the FY24 overspend.
 - Chair Vincent met with President Caboni two weeks ago. They discussed the Staff Senate Spring Meet and Greet. It is on his calendar to see if he can attend. Chair Vincent shared with President Caboni that the Staff Senate received an email regarding offering a staff sabbatical. President Caboni is unaware of any type of sabbatical being offered at WKU. They discussed the benefits committee and increasing insurance cost. He has tasked the Benefits Committee with finding ways to save money on health insurance.
 - Staff Senate 2025-2026 Elections: Chair Vincent will work with Vice Chair-Vanderpool to start setting dates and promoting the election. Chair Vincent has reached out to HR to get number of employees in each EEO category.

Old Business:

- Spring 2025 Meet and Greet Update:
 - The Spring Meet and Greet is on Tuesday, March 11th from 10am-11:30am. Remarks will be at 10:30am.
 - We have the list of recipients and will be notifying them and their supervisors soon.
 - If you have anything to contribute to door prizes, please bring items to the next meeting.
- Jordan Ray is the new interim Staff Ombudsperson. HR is working on a permanent solution.

New Business:

- Staff Excellence awards are open for nominations. Nominations are open through February 12th. Forms are available on the HR website.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: March 5th, 2025, 10:00 am

Adjournment: 10:25 AM CST



WKU STAFF SENATE

Monthly Meeting – March 5th, 2025 (10:00 AM) DSU 2081

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

Call to Order: 10:00 AM CST

Roll Call: 18 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

Nick Lamattina, Athletics

Tommy Newton, Communications and Marketing

Jarrold Smith, Psychological Sciences

Guest Speaker

- Robert Huffman, Resident District Manager, WKU Restaurant Group
 - Robert Huffman gave updates from WKU Restaurant Group and answered questions submitted in advance from staff. Highlights include:
 - WKU Restaurant Group has ~400 employees; 150-170 WKU students/interns. They have 18 retail restaurants and 2 convenience stores.
 - Local Partners: Eiffel (Lexington) and Spencer's Coffee (Bowling Green). There are four local businesses that students can use meal plan dollars to purchase food: El Maz, Donatos, Awaken Bakery, and 30 Bird.
 - Sustainability: Fresh Food and Chick-fil-a are Green Certified restaurants. WKU Restaurant Group composts, recycles cardboard, and reclaims cooking oil.
 - There are 9,000-10,000 students on Meal Plans. WKU Restaurant Group has approximately 8,000-11,000 transactions a day. They served 2,209,000 guests in 2024.
 - Staff redeemed 8,800 free meals in 2024.
 - Renovations: DaVinci's Cafe in Snell Hall was just remodeled. Simple Selections, Fresh Food's allergen free station, will be going through renovation and a transition to True Balance. This summer

Starbucks and Chick-fil-a will go through renovations. A temporary coffee kiosk will be set up in front of Burrito Bowl.

- SNAP benefits will be available at POD in Bates in the next few months.
- Food Insecurity: WKU Restaurant Group has been working with other campus partners to implement a program called *Swipe it Forward*. Students will be able to donate meal swipes for students in need.
- There will be a new coffee shop/café in the new GFCB building. It will open in the fall.
- Implemented the Big Red waffle maker in Fresh Food.
- Free Meal Swipe: This is a partnership with WKU that is a split cost between Aramark and WKU. Dr LaRoche shared that one meal per month is expensive and they are unable to offer more. WKU Restaurant is looking into options like staff discounts or other places to use their meal. It is easier to implement in Aramark restaurants and not the franchise restaurants.
- WKU Restaurant is working with Grubhub to implement alternate ways to order food. Transitioning from standing in line to mobile orders has helped serve more students. Road Trip, Eiffel Pizza, Spencer's, and Rising Roll still do traditional ordering in The Commons. Hopefully in the fall there will be kiosks available to order food.
- Summer: Fresh and the Coffee Kiosk will be open. Other restaurants will be dependent on what is going on around campus. They are still looking at the summer schedule.
- Watch full remarks at <https://www.youtube.com/watch?v=eJWnkkzggXE>.
- WKU Restaurant Group encourages anyone with questions to reach out via email at wkurg@wku.edu.

Officer, Committee, and Staff Regent Reports

• Staff Regent – Jennifer Hammonds

- There was a Board of Regents meeting on February 14th. Committee meetings were in the morning with the quarterly meeting in the Afternoon.
- Academic Affairs: Had the typical new program and sabbatical approvals.
- SACS will be on campus next week. They can ask to speak to anyone.
- Budget and Finance:
 - Acceptance of auditor's report and financial statements, WKYU-TV and WKYU-FM Radio for year ended June 30, 2024.

- Acceptance of accountant's report on application of agreed upon procedures, NCAA compliance report for the year ended June 30, 2024.
 - Approval of 2024-2025 statement of revenue & expenditures.
 - Everything approved in committee meetings was approved in the quarterly meeting.
- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**
Treasurer's Report
March 2025
AS OF 3/4/2025, FY25:

E&G Index – 100600
 - Starting Balance = \$3,493.24
 - Additions = \$0.00
 - Disbursements = \$0.00
 - Ending Balance = \$3,493.24
 WKUF Account (Staff Senate Excellence Fund) – 1108600
 - Starting Balance = \$2,215.12
 - Additions = \$15.00
 - Disbursements = \$0.00
 - Ending Balance = \$2,230.12
 CHF Account (Book Scholarship) – 800139
 - Starting Balance = \$1,909.84
 - Additions = \$15.00
 - Disbursements = \$0.00
 - Ending Balance = \$1,924.84
- **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 yesterday.
 - John Mark Francis from enrollment management gave an update on application and yield. They are continuing to work on recruitment and applications are currently up 4.2 percent with 324 additional students admitted for the fall semester.
 - Renaldo Domoney gave a budget development update. He shared information but no actions were taken.

- Chair Vincent met with President Caboni on Feb. 24th. He was supportive about Aramark coming to today's meeting. He will be attending the spring Meet and Greet as a guest. Chair Vincent brought up concerns with the Sodexo contract. They are still looking at that and making evaluations.
- Ombudsperson: Chair Vincent forwarded everyone the email from HR. Are there any further updates or suggestions before she forwards the comments to HR? It mirrors the faculty Ombudsperson role.
- Micah Logan from CITL reached out asking if there is any interest in an additional Staff professional development day. It will be a half-day event. Chair Vincent asked if the Senate believed there is interest in having a PD Day. Discussion by the Senate showed that there is interest.
- Chair Vincent spoke to the Staff Leadership Institute a couple weeks ago about Staff Senate.

Old Business:

- Spring 2025 Meet and Greet Update:
 - The Spring Meet and Greet is on Tuesday, March 11th from 10am-11:30am. Remarks will be at 10:30am.
 - 81 people will be recognized. Please wear your Staff Senate shirt.
- 2025-2026 Senate Elections: The Executive committee will meet next week to set dates and determine how many seats need to be filled. Chair Vincent will email after dates are set.

New Business:

- Senate Budget Update: Senator Henry shared with Staff Senate about the Senate Budget. The Staff Senate budget is \$3,700 and does not carry forward. Our current balance is \$3,500. Some money is set aside to restock towels and frames, for the Meet and Greet, and workshop lunch. We have ~\$1,100 left. It was suggested that we do something philanthropic with the funds. There are limitations on how you can spend the E&G funds. Senator Henry opened the floor for suggestions and discussion. Suggestions included scantrons and blue books and Fresh Food vouchers.
 - Chair Vincent made a motion to spend \$1,493 on purchasing Staff Senate Towels. The motion was seconded by Senator Hess and passed unanimously.
 - Chair Vincent made a motion to approve \$500 for our summer workshop lunch. The motion was seconded by Senator Hess and passed unanimously.
 - Please send any ideas on how to spend the funds to Chair Vincent and Senator Henry.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: April 2nd, 2025, 10:00 AM

Adjournment: 11:30 AM CST



WKU STAFF SENATE

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

View Full Meeting: <https://www.youtube.com/watch?v=SCw7QGaPOAw>

Call to Order: 10:00 AM CST

Roll Call: 17 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

Joanna Castlen, Applications & Programming Services

Weston DeShon, Academic Program Marketing

Keyonna Whaley, DSU Operations

Guest Speaker

- Zach Jones, Assistant Director-WKU Center for Financial Success shared information about The Center for Financial Success and answered Questions submitted in advance and from meeting attendees.

The Center for Financial Success is housed within the Gordon Ford College of Business. They are connected with the Personal Financial Planning Program within the Department of Finance. The Center offers ~6-10 students within the program applied learning experiences per semester. The students get to serve as financial coaches who serve their peers by helping manage their money and by delivering personal finance education. They are currently on the third floor of Grise Hall. Next semester The Center for Financial Success will move to 1st floor of the new College of Business building.

- The Center for Financial Success offers free one-on-one financial coaching. They help students with budgeting, spending plans, addressing debt situations, paying for school, and other financial planning conversations.
- Faculty and Staff can schedule appointments with The Center for one-on-one Financial Planning sessions.
- There are plans in the work for the Center of Financial Success to offer Faculty and Staff a Financial Education seminar series.
- The Center also runs a High School Personal Finance Summer Camp.
- Watch full remarks at <https://www.youtube.com/watch?v=SCw7QGaPOAw>.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds: No Report**
- **Communications – Deanna Jenkins:**
 - The Staff Senate received two emails from two different staff members asking questions about parking changes. We reached out to Parking and Transportation and they got back to us. The two staff members were contacted directly with communications that addressed their concerns. Parking and Transportation has been invited to our June meeting, and they have accepted.
- **Treasurer – Andria Henry**

Treasurer's Report
April 2025
AS OF 4/1/2025, FY25:

E&G Index – 100600

 - Starting Balance = \$3,493.24
 - Additions = \$0.00
 - Disbursements = \$166.08
 - Ending Balance = \$3,327.16

WKUF Account (Staff Senate Excellence Fund) – 1108600

 - Starting Balance = \$2,230.12
 - Additions = \$15.00
 - Disbursements = \$0.00
 - Ending Balance = \$2,245.12

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 did not meet yesterday. The next meeting is scheduled for April 15th.
 - President Caboni and Chair Vincent did not meet. If anyone has any questions or concerns to bring to the President, please share them with Chair Vincent.
 - Chair Vincent Shared her thanks to the Senate members for their work on the Staff Meet and Greet.

- Chair Vincent asked Senator Jenkins about the feasibility of switching from X to LinkedIn. Senator Jenkins will look at the analytics for the Staff Senate X account.
- Human Resources will be the guest speakers for next Month. A call for questions will be sent out around April 22nd.
- Chair Vincent asked Regent Hammonds about her questions for Parking and Transportation. Regent Hammonds would like to see utilization data for the Park Mobile parking spots in the Hub Lot. Senator Moran will reach out to Parking and Transportation director Ginny Griffin and send the response to the senate members.

Old Business:

- 2025-2026 Senate Elections: There are 11 vacancies that need to be filled next year. 10 seats will roll over to next year. Chair Vincent confirmed the election date of April 30th. We will have a call for nominations from 4/9-4/18. Nominees can campaign from 4/23-4/29 before the election of April 30th. Please encourage fellow staff members who may be interested in serving on Staff Senate to fill out nomination forms.
- Benefits Committee: Jordan Basham sent Chair Basham updates from the last Benefits Committee Meeting. He shares that the Benefits Advisory Committee held a special called election on March 5th and a regular meeting on March 19th. They are on track with program planning timelines. March was slated for preliminary Health Plan cost projections. The next round of projections are slated for June.

New Business:

- None

Public Comment:

- Weston DeShon, one of this month's Staff Star awardees, shared in the chat on YouTube: "While I wasn't able to join the meeting today, I wanted to thank Nina and Morgan so much for their kind words and recognition. It truly means so much to me to have received this award. I'm proud to be part of such an amazing community and I'm looking forward to the work we will be able to continue to do."

Announcements & Notable Events:

- Next Staff Senate Meeting: May 7th, 2025, 10:00 am
 - HR will be our guest speaker

Adjournment: 11:11 AM CST



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



WKU STAFF SENATE

Monthly Meeting – June 4th, 2025 (10:00 AM) JRH 242

View Full Meeting: <https://www.youtube.com/watch?v=aCRaptzjk24>

Call to Order: 10:00 AM CST

Roll Call: 17 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

Jessica Dunnegan, Academic Affairs

Jennifer Anderson, OCSE Dean's Office

CanDoo, Military Student Services, KAP, & ASL

Guest Speaker

- WKU Parking and Transportation: Ginny Griffin, Director of Parking and Transportation, shared information about Parking and Transportation and answered questions submitted in advance from WKU Staff. Highlights included:
 - Permit sales for FY 2025-2026 are on sale now.
 - Parking and Transportation is 100 percent dependent on revenue. The profits go to retain parking resources (parking lots and parking structures). PS1 needs \$1.2 million in maintenance. The average cost to maintain a surface space is \$450. WKU has ~9,300 parking spaces. There are currently 8,875 active permits.
 - The waitlist for premium parking was a catalyst for the changes to premium parking lots this year. The waitlist members for FS1 primarily wanted to park in Mimosa but the available spots were in other parking lots on campus.
 - The closing of Normal and Regents, the new Gordon Ford College of Business building, and the Cherry Hall renovations have necessitated shifting of parking zones. There will be expanded FS3 and commuter parking in Chestnut Street South. Hyatt guest parking and some commuter parking at the top of the hill will be converted into housing spaces.
 - FY26 permits did not increase. There have been no conversations yet about FY27 fees. Historically they have increased every 5 years or so.
 - Overselling Permits: It is considered best practice to oversell permits. Not every permit holder parks at the same time or parks in a parking lot every

day. Parking and Transportation begins overselling conservatively at 6 percent. Lots are monitored and counted during peak times. If there are consistent numbers of open spaces, then Parking and Transportation will go to the waitlist. The goal of occupancy on the lots on campus is 95 percent occupied.

- Parking and Transportation's customer facing office is now located in DSU on the ground floor. The rest of the team will be moving to the Service and Supply building.
- Please visit <https://www.youtube.com/watch?v=aCRaptzjk24> to watch the full remarks.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:**

- There is a Board of Regents meeting on Friday. Most of the items on the agenda will be from the committee meeting last month. One new action item is the promotion and tenure for a new hire for the Honors College.
- The Director of Finance has the operating budget for FY 26. It looks promising and that WKU is in a much better place than previous years.
- President Caboni's contract has been set for renewal. There are a few policies that will be voted on, a housing update and officer election nominations.

- **Deanna Jenkins:** Senator Jenkins is working on sunsetting the X account and creating a LinkedIn account.

- **Treasurer – Andria Henry**

Treasurer's Report

June 2025

AS OF 6/3/2025, FY25:

E&G Index – 100600

- Starting Balance = \$1,913.89
- Additions = \$0.00
- Disbursements = \$240.00 (pending)
- Ending Balance = \$1,673.89

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,260.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,275.12

CHF Account (Book Scholarship) – 800139

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

- Ending Balance = \$1,969.84
- **Technology – Kent Johnson:** The newly elected senators have been added to the email list. There is a work order in with IT to add the new senators to the shared drive. Please contact Senator Johnson with any questions.
- **Parliamentarian – Jordan Ray:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool:** No Report
- **Chair – Tanya Vincent**
 - The BEC met for the last time this year. Susan Howarth provided a FY26 budget update that will be presented to the Board of Regents on Friday. Professor Kurt Neely will represent the faculty on BEC and co-chair the BEC.

Old Business:

- Benefits Committee: Senator Spittler shared that the committee is working on the FY26 healthcare plan. They are looking at a few options and will communicate when they reach a decision.

New Business:

- Chair Vincent presented certificates to the senators rolling off Staff Senate.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: July 2nd, 2025, 10:00 am in DSU.

Adjournment: 11:38 AM CST



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

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.



WKU STAFF SENATE

Monthly Meeting – August 6th, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=63frh-ftRsQ>

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

Robert Atchley, School of Engineering and Applied Sciences

Elizabeth Joyce, Center for Gifted Studies

Ellen Micheletti, WKU Libraries

Guest Speaker

David Oliver, Director, Environmental Health & Safety/Emergency Manager shared information about Environmental Health & Safety and answered questions submitted in advance by WKU staff. Highlights included:

- The Environmental Health and Safety umbrella includes Fire and Life Safety, the Office of the Fire Marshall, Occupational Safety, Worker's Compensation, Environmental Regulations, Indoor Air Quality, Laboratory and Radiation Safety, Waste Operations, as well as Emergency Management.
- Indoor Air Quality: EHS does proactive sampling in the residence halls and E&G buildings. Report any water leaks or air quality concerns to EHS and they will handle them immediately.
- Training: EHS offers trainings on fire extinguishers, emergency procedures, Stop the Bleed, Narcan, AED, and CPR. Call EHS to schedule those trainings.
- Active Shooter Training: There will be an open session training this Fall. The date will be announced at a later date.
- Please visit <https://www.youtube.com/watch?v=63frh-ftRsQ> to watch the full remarks.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** No Report
- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**

Treasurer's Report

August 2025

AS OF 8/6/2025, FY25:

E&G Index – 100600

- Starting Balance = \$3,700.00
- Additions = \$0.00
- Disbursements = \$1,139.57
- Ending Balance = \$2,560.43

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,290.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,305.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,984.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,999.84
- **Technology – Kent Johnson:** Senator Johnson announces that applications are open for the Book Scholarship. The deadline to apply is August 17. The application is on the Staff Senate website. Encourage coworkers to apply.
- **Parliamentarian – Jon Adams:** The Bylaws and Constitution have been updated to reflect the changes voted on at the last meeting.
- **Secretary – Morgan Moran:** Senator Moran reported that the Onboarding Committee met for the first time that morning. They discussed ways to update the Mentorship Program. Please reach out to her if you have any ideas to share.
- **Vice-Chair – Jordan Ray:** Senator Ray shared that the Campus Conversations Committee met, and they have some good options for guest speakers for the year.
- **Chair – Leslie Vanderpool:** No Report

Old Business:

- Workplace Safety Ad hoc Committee: Chair Vanderpool appointed Senator Werner as the chair of the Workplace Safety Ad hoc Committee. Senators Henry, Hess, Johnson, and Bartley volunteered to be on the committee. The committee will report their findings to the Staff Senate at the December meeting.

New Business:

- Events Committee: The date and location for the Fall Meet and Greet needs to be set. After discussion, it was decided that our monthly meeting and the following Meet and Greet will be held at Nite Class in DSU.

Public Comment: None

Announcements & Notable Events:

- President Caboni will speak on Tuesday, September 2, 2025, for the monthly Staff Senate meeting.
- Call for questions for President Caboni, August 6th -13th.
- Book Scholarship applications are open through August 17. If you are a WKU employee enrolled in classes, visit the Staff Senate page for information to apply.
- Look for the Staff Engagement Survey hitting your email towards the end of August. Please complete the survey so that we can better serve. The survey is anonymous.

Adjournment: 10:53am CST



WKU STAFF SENATE

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

View Full Meeting: <https://www.youtube.com/watch?v=40xnJCS4llU>

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

Jimmie Martin, Student Support Services, Disabilities

Madona May, Department of Chemistry & Biochemistry

Michelle Schneller, Social Work

Guest Speaker

WKU President Timothy C. Caboni addressed questions and concerns submitted in advance by WKU staff. 58 questions were submitted and topics included morale, pay, bereavement leave, housing and wellness. Highlights included:

- President Caboni encouraged all staff to seek out opportunities for growth like Staff Senate, WKU Professional Development Day, WKU Staff Leadership Institute, and HR's Supervisor Training.
- There were many questions about Salary. Caboni recapped the commitment to salary increases since 2017 and how revenue is constrained by CPE, the State Budget, tuition, and internal cost escalators. He charged leaders to think about how areas are organized and how they could be reimaged. He also spoke about the total compensation WKU offers, time off, holidays, health insurance and retirement benefits, summer hours, etc. He encouraged staff to consider potential career ladders for their careers and to look for growth opportunities.
- Merit Raises: The President is in favor of merit raises. The BEC has said that the pool is not large enough to do merit raises. He hopes that the institution can get there yet.
- Wellness: We need to take care of one another mentally and physically. The Employee Assistance Program is a place to go to get initial mental health help. President Caboni will be creating a wellness advisory committee to examine and broaden our health and wellness initiatives to support the whole person. They will

be looking at the Ten Dimensions of Wellness that the College of Health and Human Services utilizes.

- Bereavement Leave: The policy is currently under review with potential changes.
- Housing: President Caboni shared that outsourcing services that we are not experts in allows for the university to focus on its core missions. The Student Life Foundation is a non-profit that was set up to support our students. They operate 16 residence halls and two apartment buildings. President Caboni recapped the recent decisions. WKU is working with the Student Life Foundation on how to navigate the future of housing on campus. They are working to reimagine the campus residential experience and implement them in the next 7-10 years. They are exploring a national public private partnership to re-evaluate and consider what a P3 relationship might look like.
- Please visit <https://www.youtube.com/watch?v=40xnJCS4IUU> to watch the full remarks.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** No Report
- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**

Treasurer's Report

September 2025

AS OF 9/2/2025, FY25:

E&G Index – 100600

- Starting Balance = \$2,560.43
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$2,560.43

WKUF Account (Staff Senate Excellence Fund) – 1108600

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

CHF Account (Book Scholarship) – 800139

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

- **Technology – Kent Johnson:** Senator Johnson thanked all the staff who applied for the Book Scholarship. The committee is working through the applications and should have 2 recipients announced soon.
- **Parliamentarian – Jon Adams:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Jordan Ray:** Senator Ray shared that the Campus Conversations Committee has invited Dr. Stacy Bibelhauser to the October 1st senate meeting. She will speak about the recent changes to tax law.
- **Chair – Leslie Vanderpool:** Chair Vanderpool shared that she attended her 1st BEC meeting. Chair Vincent asked Senator Hess to share notes from the meeting. He reported that there is an upcoming training for new members. The BEC is looking at forming a new committee to re-evaluate the RAMP model. They voted to add an Athletics representative to a non-voting seat on the BEC.

Old Business:

- Senator Henry reported that SGA will have a representative attend Staff Senate Meetings. Senator Henry will be attending the Faculty Senate meetings going forward.

New Business: None

Public Comment: None

Announcements & Notable Events:

- Staff Engagement Survey is open through September 17, 2025

Adjournment: 11:25am CST



WKU STAFF SENATE

Monthly Meeting – October 1st, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=5HH-wWC3HTI>

Call to Order: 10:02 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

Crystal Bufano - Advising & Career Development Center

Katie Bush - WKU Global

Jarrett Murphy - WKU Transfer Center

Guest Speaker

- Dr. Stacy Bibelhauser, Accounting Department Chair, shared recent updates for the 2025 tax year that affect regular taxpayers. She also answered questions submitted in advance by WKU staff. Highlights included:
 - No tax on overtime (effective starting 1/1/2025)
 - Max amount is \$12,500.
 - Only the overtime premium is deductible.
 - Phases out for \$100k and up.
 - Deduction for car loan interest
 - Max \$10,000
 - Phases out for MAGI>\$100K
 - Loan must originate after 12/31/24 and be for a new car where the final assembly was in the USA.
 - Temporary Senior Deduction
 - \$6,000 deduction for ages 65 and over
 - Phases out at a rate of 6 percent for MAGI> \$75,000 or \$150,00 married filing jointly.
 - For 2026 Tax Year
 - Not itemizers can deduct qualified charitable contributions up to \$1,000.
 - Itemizers: Charitable donations will only be deductible to the extent they exceed 0.5 percent x AGI.

- Trump Accounts: Effective 2025-2028
 - IRS provides \$1,000 seed money.
 - Rules mirror Nondeductible Traditional IRA
 - Contributions greater than or equal to \$5,000
 - No Distributions until child turns 18 years old and it converts to an IRA.
- Please visit <https://www.youtube.com/watch?v=5HH-wWC3HTI> to watch the full remarks.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** The next Regents meeting is in November. The last couple of months have been focuses on events. October is the President’s evaluation month. Regent Hammonds will be working on that this month.
- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**

Treasurer’s Report

October 2025

AS OF 10/1/2025, FY25:

E&G Index – 100600

- Starting Balance = \$2,560.43
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$2,560.43

WKUF Account (Staff Senate Excellence Fund) – 1108600

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

CHF Account (Book Scholarship) – 800139

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

- The Events Committee is working on planning for the Fall Meet and Greet. Senator Henry made a motion to approve spending \$400 for the Fall Meet and Greet. The motion was seconded and unanimously approved.
- Faculty Senate: The President attended the Faculty Senate Meeting and answered questions submitted by WKU Faculty. His talking points mirrored

his visit to Staff Senate. The rest of the meeting consisted of committee reports.

- **Technology – Kent Johnson:** Senator Johnson is working on the administrative side of the Book Scholarship process.
- **Parliamentarian – Jon Adams:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Jordan Ray:** No Report
- **Chair – Leslie Vanderpool:**
 - Chair Vanderpool met with President Caboni on September 23rd. They spoke about the role and importance of the Budget Executive Committee (BEC), what good department leadership looks like, and the unity of WKU.
 - BEC met on September 23rd. Senator Hess shared the talking points from the meeting. The committee heard updates on the FY 25 finances. Two non-revenue generating units, Student Experience and the President's Office, on FY 25 performance. They discussed compensation and forwarded a recommendation to the President.

Old Business:

- Senator Moran asked if we would be having a January meeting as there will be no business due to winter break. Senator Hess made a motion not to have the meeting. The motion was seconded and passed unanimously.

New Business:

- Regent Hammonds shared that the Academic Calendar committee met recently. The committee has submitted to CAD the 26/27 and 27/28 academic calendars to be approved. They also have a tentative schedule for the 28/29 and 29/30 school years. After CAD approves them, they will go to the President.

Public Comment:

- Senator Hess asked the Benefits Committee to look at the possibility of dismantling the TopLife Program. He questions whether the program lowers our health costs.

Announcements & Notable Events:

- The Staff Engagement Survey is anonymous and open until Friday.
- The Staff Senate Meet and Greet will be on November 5th at 10:30am in DSU Nite Class.

Adjournment: 11:10am CST



WKU STAFF SENATE

Monthly Meeting – November 5th, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=LQ6HfcJD8FM>

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

Sherri Anderson – Housing and Residence Life

Andria Henry – Accounting, Analytics & Information Systems, Management Departments

Mary Nunn – Information Technology Services

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** The next Regents meeting is on November 14th.
- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**
Treasurer's Report
November 2025
AS OF 11/4/2025, FY25:

E&G Index – 100600

- Starting Balance = \$2,560.43
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$2,560.43

WKUF Account (Staff Senate Excellence Fund) – 1108600

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

CHF Account (Book Scholarship) – 800139

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

- **Technology – Kent Johnson:** No Report
- **Parliamentarian – Jon Adams:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Jordan Ray:** No Report
- **Chair – Leslie Vanderpool:**
 - As Chair Vanderpool was assisting with the Meet and Greet Setup, Senator Hess presented the BEC update. The BEC heard reports from the College of Health and Human Services and the Gordon Ford College of Business on what they are doing, programs that have been combined, and new programs that they are working to bring online. Reynaldo Domoney gave a report that the FY 25 financials are looking better at this time of the year than at the same time as the previous fiscal year. The BEC also discussed the possibility of hearing budget requests from support units later.

Old Business: None

New Business: None

Public Comment: None

Announcements & Notable Events:

- Join us for the Fall Meet and Greet following this meeting in Nite Class.

Adjournment: 10:24am CST



WKU STAFF SENATE

Monthly Meeting – December 3rd, 2025 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=xUu2Rly56NE>

Call to Order: 10:02 AM CST

Roll Call: 18 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

Katie Burchfield– Advising & Career Development Center

Teresa Jameson – WKU School of Media & Communication

Braedyn Rutledge – Advising & Career Development Center

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** The next Regents meeting is on Thursday December 11th. The agenda has not been sent out yet. Regent Hammonds expects a lot of agenda items from the committee meeting and a housing update. If you have questions or concerns, please contact Regent Hammonds.
- **Communications – Deanna Jenkins:** Staff Senate has received two anonymous comments recently. One was about the proposed public private partnership that was in the paper recently. The commenter wanted to know how that may affect WKU staff. The other communication was regarding tuition reimbursement and the cap and how the Staff Senate can better advocate for staff that are pursuing higher education opportunities. The Staff Senate is researching some answers for those.
- **Treasurer – Andria Henry:** Senator Henry, as chair of the Events Committee, thanked all who came to the November Meet and Greet.

Treasurer's Report

December 2025

AS OF 12/3/2025, FY25:

E&G Index – 100600

- Starting Balance = \$2,560.43
- Additions = \$0.00
- Disbursements = \$60.00
- Ending Balance = \$2,500.43

WKUF Account (Staff Senate Excellence Fund) – 1108600

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

CHF Account (Book Scholarship) – 800139

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

- **Technology – Kent Johnson:** No Report
- **Parliamentarian – Jon Adams:** No Report
- **Secretary – Morgan Moran:** Senator Moran gave an update from the November 14th Parking and Transportation Advisory Council meeting. The meeting included general updates on parking sales and ridership updates. Parking and Transportation has partnered with SGA on a couple of initiatives. They have already sent out a campus wide notice on the 21st about the new Food for Fines program. Parking and Transportation will forgive a parking ticket up to \$50 with donations from the preferred donation list with an estimated value of \$20. Parking and Transportation also partnered with SGA on signage in the parking structures to help those that are struggling with their mental health.

The Onboarding Committee is planning a New Staff Reception on February 12th at 5:00pm at the fireplace room in the Medical Health Complex. Save the dates will be sent out soon. Senator Moran made a motion to spend up to \$500 on food, drinks, and supplies for the reception. The motion was seconded and approved.

- **Vice-Chair – Jordan Ray:** Senator Ray announced the appointment of Jason Lowe as the new senator representing the regional campuses.
- **Chair – Leslie Vanderpool:**
 - Chair Vanderpool asked Senator Hess to present the BEC update. The BEC met yesterday. The committee discussed the process for support units to make presentations to request increases to their budgets. The BEC is anticipating 9-15 proposals to be presented starting in January.
 - There was no November meeting with President Caboni.

Old Business:

Kevin Werner's Workplace Safety Report: (Please see attached report.)

Senator Werner shared the findings of the Workplace Safety ad hoc Committee. The committee suggested the creation of a Safety & Security Representative within the Staff Senate. The role could be appointed by the Staff Senate, or an ex-officio role that is appointed by EH&S. Senator Werner asked for input from the Staff Senate. From the

discussion, it was suggested that we need more input from other areas on campus to help define the role of a Safety and Security Representative as many areas on campus contribute to the safety and security on Campus. A motion was made to table the topic until the next meeting and was approved,

New Business: None

Public Comment: Senator Hess asked what we know about the public-private partnership and how it could affect WKU Staff. Regent Hammonds shared that she was researching a claim that UK experienced a reduction in workforce due to a public-private partnership. While UK did experience a reduction in workforce around the same time as they entered a partnership, the reason for the layoffs was a result of a loss in state appropriations. More research is needed to determine whether other universities have experienced layoffs after entering a private-public partnership.

Announcements & Notable Events:

- Spring semester book scholarship applications are due January 1, 2026.
- The date for the Spring Meet and Greet is set for April 15, 2026, at 10:30am.
- The Staff Ombudsperson position will be posted soon.

Adjournment: 10:49 am CST

Senator Werner's Report on Workplace Safety.

While looking into ways to improve workplace safety, I investigated what other shared governance boards were doing at other universities. This is what I found:

- University of Louisville

Staff Senate hosts regular briefings with campus safety leadership, covering initiatives like improved lighting, escort services, and real-time crime dispatch.

- Penn State

Maintains a University Safety Council with representatives from across units to review occupational health programs and safety policies.

- University of Pittsburgh

Organizes a Virtual Campus Safety Crawl to proactively identify hazards and engage staff in safety awareness.

- Eastern Kentucky University

Includes a Safety & Security Representative on its Staff Council, who liaises with emergency management and coordinates safety initiatives.

We already host regular briefings like UofL does. Establishing a separate campus wide Safety Council would be beyond the scope of Staff Senate alone, though we could advocate for one. A Virtual Campus Safety Crawl could be an annual Staff Senate event but doesn't address the need for an on-going focus on safety. Establishing the role of Safety & Security Representative within the Staff Senate, such as ECU has, seems to be the right fit.

The responsibilities of the role would include:

Advocate for staff safety concerns during Senate meetings.

Collaborate and communicate with EH&S.

Organize awareness programs and announce upcoming trainings. (e.g., Safety Crawl, AED training, Fire Extinguisher Training).

Serve as a reporting conduit for hazards and incidents.

Provide monthly updates to Staff Senate and an annual report to administration.

The question that I still have unresolved is whether this role should be appointed by Staff Senate, or an ex-officio role that is appointed by EH&S. There are pros and cons to each. If it's staff senate appointed volunteer, we have more control over what the role entails, but the person in that role will change every year and they may or may not have the time to fulfil the responsibilities. If it's appointed by EH&S the role of Staff Senate Liaison becomes part of their job responsibilities.

I'm partial to having a Liaison appointed by EH&S, but I wanted to get your feedback before proposing anything. I've created two draft motions below. Please let me know your thoughts.