



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

Call to Order: At 10:01am CST

Roll Call: 15 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:

Julie Jones, Manager, LifeSkills Center for Child Welfare Education and Research

Allison Salmon, Supervisor, Circulation Desk, Department of Libraries

Natalie Smith, Specialist, HRL Student Staff

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**-No Report
- **Communications – Tanya Vincent**-No Report
- **Treasurer – Andria Henry**

Treasurer's Report

January 2024

AS OF 01/09/2024, 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 = \$1,980.07
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$1,998.42

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,669.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,679.84

- **Technology – Anthony Gilbert**-No Report
- **Secretary – Morgan Moran**-No Report
- **Vice-Chair – Gina Stoll**-No Report
- **Chair – Jordan Basham**
 - Executive Committee did not meet this month.
 - Staff Regent nominations are open now. Communication with details coming later today. Nominations will close on January 24th. Nominees will be announced on January 31st and our Forum will be following our next monthly meeting in February 7th. The election is scheduled for February 15th on TopNet. You must carry 50 percent or more of the vote to be the elected as Staff Regent. If a runoff election is needed it is tentatively scheduled for Feb. 20th.

- Staff Senate Election: Nominations will open on February 7th and close on February 21st. Announcement of nominees will be made on March 6th and elections will be held on March 13th.

Old Business: None

New Business:

Senator Vincent shared 2 emails sent to Staff Senate:

- Someone wanted clarification about the Winter Break dates listed on the FY2024-2025 Holiday Schedule. They were concerned that offices were open until 12/23. They wanted to advocate for that to be changed. The senate will discuss it further.
- Another email was sent to the benefits committee about bereavement only being 2 days and they would like it to be 5 days to allow for travel and celebration of life with loved ones.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: 10 am February 7th, 2024

Adjournment: Meeting adjourned at 10:21am.

Watch the full meeting at <https://www.youtube.com/watch?v=jTpCQcpXAu0>.



WKU STAFF SENATE

Monthly Meeting – February 7, 2024 (10:00 AM) Senate Chambers, DSU 2081

Call to Order:: At 10:00am 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: Approved by unanimous approval by Staff Senators

Christopher Ware Staff Star Awards

Mary Evans, Program Developer, The Center for Gifted Studies

Jennifer Holland, Assistant Director, Philanthropy & Alumni Engagement

Suzanne Moore, Senior Academic Advisor, ACDC

Guest Speaker: Dr. Stacey Bibelhauser

Dr. Bibelhauser has taught tax courses at WKU for over 20 years. She addresses questions submitted to staff senate regarding Income Tax updates and information. Please view her full presentation: <https://www.youtube.com/watch?v=RN1vvLCw0hE>.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**

The Board of Regents had committee meetings on January 19th.

Academic Affairs Committee: There were nine action items. I do not sit on the Academic Affairs committee this year so I have no participation in that committee.

Action Items:

- AA-1 Approval of Academic Program Suspension Adult Education Graduate Certificate
- AA-2 Approval of Academic Program Suspension Corporate and Organizational Communication
- AA-3 Approval of Bachelor of Science in Neuroscience
- AA-4 Approval of Bachelor of Science in Data Science
- AA 5 Approval of Graduate Certificate in Marketing and Sales
- AA-6 Approval of Undergraduate Certificate in Economic Data Analytics
- AA-7 Approval of Graduate Certificate in Trauma and Resilience
- AA-8 Approval of Undergraduate Certificate in Food Service Design
- AA-9 Approval of sabbatical recommendation(s)

Information Item:

- Faculty Presentation (Marko Dumančić)

Finance and Budget Committee: There were three action items.

Action Items:

- FB-1 Approval of 2023-2024 statement of revenue & expenditures: Highlights from that meeting are: Expenditures are up 2 percent compared to this time this year. Revenue is up 1 percent compared to last year to date. Personnel Expenses are 48 percent of the budget mid year.
- FB-2 Approval of personnel actions

FB-3 Acceptance of auditor's reports and financial statements, WKYU-TV and WKYU-FM Radio for the year ended June 30, 2023: I had to abstain from

Information Items:

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

Student Affairs Committee: No action Items

Information Item:

- Student Presentation

Executive Committee: No action Items

Information Item:

- Athletic academic progress report (*Todd Stewart*)

A person was available at the end of the meeting to answer questions related to the closure of Hilltopper Hall. There were no questions.

Regent David Brinkley's contact information, email david.brinkley@wku.edu or email anonymously at wkustaffregent@gmail.com.

You can contact me with any questions or concerns anonymously at wkustaffregent@gmail.com.

- Communications – Tanya Vincent-No Report
- Treasurer – Andria Henry

AS OF 02/06/2024, 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 = \$1,998.42
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$2016.77

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,679.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,689.84

- Technology – Anthony Gilbert-No Report
- Secretary – Morgan Moran- No Report
- Vice-Chair – Gina Stoll- No Report
- Chair – Jordan Basham
 - The Staff Regent election is ongoing. The committee has been working on that. The process is going well.

- Staff Senate election is election begins today. There are 19 seats open. Please encourage colleagues that they believe would be great. All employees who have been employed at least a year on July 1st are eligible to run.
- Met with the President. Conversations were about the development of the WKU budget and state appropriations.

Old Business-None

New Business-None

Public Comment-None

Announcements & Notable Events:

- Staff Regent Candidate Forum – 11am (Tentatively)
- Staff Excellence Awards Nominations are being accepted through Monday, February 12, 2024!
Categories Include:
 - Customer Service, Teamwork, Student Support, Unsung Hero, Part-Time, WKU Affiliate Award
 Nomination forms and full program details are [available here!](#)
- President's ONE WKU Award - WKU is honoring members of the campus community— a faculty member, a staff member, and a student— who make extraordinary contributions and have achievements in advancing diversity, equity, inclusion, and belonging, ensuring all are treated with dignity and respect. This award is intended to encourage dialogue and action through advocacy, role modeling, scholarship, and service.

Nominations are now being accepted. The deadline for submitting nominations is by the end of the day (11:59 p.m.) on **Friday, February 9, 2024**. If you have any questions, please contact Dr. Monica Galloway Burke (monica.burke@wku.edu). [Staff Nomination Form](#)

- Next Staff Senate Meeting: 10 am March 6th, 2024
- TBD- Next Guest Speaker

Adjournment: Meeting Adjourned at 10:41am



Monthly Meeting Minutes – March 6, 2024 (10:00 AM) Senate Chambers, DSU 2081

Call to Order: 10am 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

Eiln Chadwick, Academic Advisor, Elizabethtown

Daniel Peach, Library Facilities Coordinator

Sherri Taylor, Payroll Coordinator

Guest Speaker: Jennifer Breiwa Smith

Jennifer Breiwa Smith, the Executive Director of Government and External Relations for WKU, gave a State Budget update and information on other legislation that WKU is watching.

The State Budget, House Bill 6, has passed the house and is in the Senate.

Budget highlights include:

- A 3% increase to our base appropriation in the first year of the biennium.
- Increased funding in the performance spending pool.
- Another round of Asset Preservation, no match is required.

Please view her full update: <https://www.youtube.com/watch?v=zY50fuF9kRU>

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**

The Board of Regents had a Quarterly Meeting March 1st.

ACADEMIC AFFAIRS: There were several carryover items from the committee meeting. Items included distinguished professor recommendations. There were block approvals of action items for action items that there was no discussion to speed up the process.

Action Items:

AA-1 Approval of Academic Program Suspension Adult Education Graduate Certificate

AA-2 Approval of Academic Program Suspension Corporate and Organizational Communication

AA-3 Approval of Bachelor of Science in Neuroscience

AA-4 Approval of Bachelor of Science in Data Science

AA-5 Approval of Graduate Certificate in Marketing and Sales

AA-6 Approval of Undergraduate Certificate in Economic Data Analytics

AA-7 Approval of Graduate Certificate in Trauma and Resilience

AA-8 Approval of Undergraduate Certificate in Food Service Design

AA-9 Approval of sabbatical recommendation(s)

*AA-10 Approval of University Distinguished Professor recommendations

*This item was not presented at the Academic Affairs committee meeting on January 19, 2024.

Information Item:

- Faculty Presentation by Dr. Gordon Emslie - Dr. Emslie presented about the upcoming eclipse and a related app that will be released soon: Sun Sketcher

FINANCE AND BUDGET: Having no new presentations of data we approved three items. One I abstained my vote because it concerned our area. It was an Auditor's report for Public Media. There was a new Action item for Athletics. It was presented to the Board and approved with no discussion.

Action Item:

FB-1 Approval of 2023-2024 statement of revenue & expenditures

FB-2 Approval of personnel actions

FB-3 Acceptance of auditor's reports and financial statements, WKYU-TV and WKYU-FM Radio for the year ended June 30, 2023

*FB-4 Acceptance of accountant's report on application of agreed upon procedures, NCAA compliance report for year ended June 30, 2023

*This item was not presented at the Finance and Budget committee meeting on January 19, 2024.

STUDENT AFFAIRS: No Action Items. Andrew Head from the Center for Financial Success gave a presentation similar to the one he gave Staff Senate. A growing area where students can gain tools by working with them.

Information Item:

- Student Presentation by Center for Financial Success
- Enrollment and retention update

EXECUTIVE: One executive item was approved of the terrace in Gary Ransdell Hall named the Tate Page Terrace.

Action Item:

*EX-1 Approval of honorific naming of terrace in Gary Ransdell Hall [pp 1-2]

*This item was not presented at the Executive committee meeting on January 19, 2024.

Information Item:

- Legislative Update (Jennifer Breiwa Smith)

EXECUTIVE / CLOSED SESSION

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

Next Committee Meeting is April 12th

- **Communications – Tanya Vincent**

No updates but there was an email sent to Staff Senate regarding the IRS rules 52/50 rule regarding taking graduate courses asking if it was a university rule. It is a federal government IRS rule.

- **Treasurer – Andria Henry**

AS OF 03/05/2024, 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 = \$2,016.77
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$2,035.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,679.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,689.84

- **Technology – Anthony Gilbert**-No Report
- **Secretary – Morgan Moran**-No Report
- **Vice-Chair – Gina Stoll**- The workforce committee reviews the annual performance development policy. That policy has since been adjusted and approved by the cabinet. HR is working on providing that on the website.

- **Chair – Jordan Basham**

- Senator Henry, Staff Regent Elect Hammonds, and I got to attend the ITS Staff Forum. There was some good conversation there and a lot of feedback from the staff members that attended, as well as praise for ITS.
- BEC met again. We are still working on the process and procedures for upcoming. The BEC makes recommendations regarding the salary pool. Please share any feedback and we will pass it along.
- Presidents Meeting was canceled.
- Staff Regent Election: Thank you to ITS for their support, the election committee, and everyone who ran and voted.
- Staff Senate Elections: The nominations are in for the Staff Senate Elections. The way things lay out we have enough seats open seats that every candidate who runs will win a seat. Some may have a two-year seat and some will be a one-year seat. The election is March 13th.

Nominations

Nominees:

Full Time Executive/Admin/Professional (2-year term)

Deanna Jenkins
Jordan Ray
Kent Johnson
Leslie Vanderpool
Steva Kaufkins

FT Sec/Clerical (2-year term)

Andria Henry
Morgan Moran
Rhonda Jones
Sherri Taylor
Tishiba Roberson

FT Tech/Skilled/Maintenance (2-year term)

Jim Hopwood
Chris Bartley
Billy Finn

Old Business-None

New Business

- Chair Basham made a motion to approve spending \$1000 to purchase red towels for staff members and awards. Seconded by Senator Henry and approved by unanimous consent.
- Chair Basham made a motion to spend \$200 to buy award frames. Seconded by Senator Henry and approved by unanimous consent.

- Senator Vincent has an idea to help staff engagement by doing an Employee Information Fair. Staff can come to learn about great departments and areas on campus. Chair Basham is going to bring it to the Executive Committee to flesh out an idea to bring to the Senate.
- Staff Regent Brinkley shared that Staff Regent Elect Hammonds has begun to immerse herself in the Regent Role.
- Regent Brinkley has received information regarding the 1% salary pool for his area. He received a comp-ratio report for his E&G staff. This can be used as a tool to help decide how to use the pool. Decisions should be made by March 15th and go into effect in April.

Public Comment

- Herb Hess asked if there were any updates regarding the proposals for Health Insurance. Senator Vincent reported that we are saving money by being self-insured.

Announcements & Notable Events:

- Staff Senate Election March 13th, 2024
- Next Staff Senate Meeting: 10 am April 10th, 2024



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

Call to Order: 10:00am CST

Roll Call: 17 Senators in attendance; In person and via Zoom

Approval of the Agenda: Approved by unanimous consent.

Approval of Prior Monthly Meeting Minutes: Approved by unanimous consent.

Christopher Ware Staff Star Awards

Melissa Hayden, Passport Services Specialist

Austin Smith, Residence Hall Director, Zacharias Hall

Anthony Elliot, Testing Center Specialist

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**

There is a Board of Regents committee meeting this week. There are very few items on the agenda for approval. There are three items on the agenda for Academic Affairs committee. One is approval of undergraduate certificate in Personal Branding. One is an approval of a minor in Piano Pedagogy and the last is approval of a graduate certificate in the school of Social Work. No items on the Student Affairs Agenda or the Executive Committee. There is one item for Finance and Budget and it is the approval of personnel actions.

- **Communications – Tanya Vincent-No Report**

- **Treasurer – Andria Henry**

Treasurer's Report

April 2024

AS OF 04/09/2024, 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 = \$2,035.12
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$2,053.47

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,689.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,699.84

- Technology – Anthony Gilbert-**No Report**
- Secretary – Morgan Moran-**No Report**
- Vice-Chair – Gina Stoll-**No Report**

- **Chair – Jordan Basham**

- I met with the President. The conversation was mostly regarding the State Budget. AC Complex funding is good news and other great items in the budget. It is the largest capital investment from the state for building the university.
- I am currently serving on the Benefits Committee with Senator Vincent and Senator Gilbert. I am new to the committee. We met mid-march and brought up some questions from our last meeting. There was a study done on the feasibility between what we have as a self-funded plan versus what options are on the market to go to a fully insured plan. Those were compared with projections at the time and current projections, it was found that a fully insured plan was more expensive than our current plan. We also talked about things we can report back. There is a calendar for the benefits committee (see page 4). It is a year long process leading up to open enrollment. There have been good conversations about how changes to the health plan affect employees. Please reach out to the committee with any questions.
- BEC met yesterday afternoon. We had more in-depth conversations about the salary pool and we have made a recommendation. Thank you for the input provided.

Old Business

- Question from Senator Hopwood regarding the health plan and the amount of money that WKU contributes and the employee contributes. Seems that WKU and the Employee is contributing a large amount of money per year and there should be a less expensive answer. Chair Basham, Staff Regent Brinkley, Senator Vincent and others share information on additional costs to health insurance including stop-loss insurance, health plan and other items as well as how our health plan works. Please view the full conversation and meeting at:
<https://www.youtube.com/watch?v=ywppU2fRujE>

New Business

Senator Hopwood is interested to know about Asset Preservation and how that money is spent. Is there a way to keep track of what maintenance has been done?

- Senator Moran shared that the Capital Allocations Committee has a prioritized list of deferred maintenance projects that AP funds are being used for and the status of those projects. Also that when using Asset Preservation funds WKU has to have the capital to pay for the work and then they are reimbursed.
- Susan Howarth addressed how Asset Preservation funds work. It is a long bureaucratic process through the state. We have to submit the projects to the state to be reimbursed. There is a threshold you have to spend on project. These are not regular maintenance but major projects. We have not spent a great deal of money this past biennium but we have 3-4 bienniums to spend the 33 million that we were allocated in 2022. We were just allocated in the new state budget ~30 million dollars in this budget and will have another 3 bienniums to spend those funds. The Asset Preservation funds will be used for major maintenance projects over a period of probably 8 to 12 years.

Senator Hopwood expressed concerns about maintaining WKU properly with staffing shortages and supply delays. He would like to know the vision for Maintenance and would like to see an improvement for the Maintenance staff. Senator Basham thanked Senator Hopwood for his willingness to share and not be silent. This sounds like a leadership issue so I would address that first. If you have grievances with your leadership, work through the channels to get that addressed. Many departments know their departmental goals.

Senator Vincent asked if we will be holding a special elections. Chair Basham shared that we have open seats are available. Senator Vincent made a motion to have a special election motion. Seconded. Approved by unanimous consent. Details will be sent via email.

Public Comment

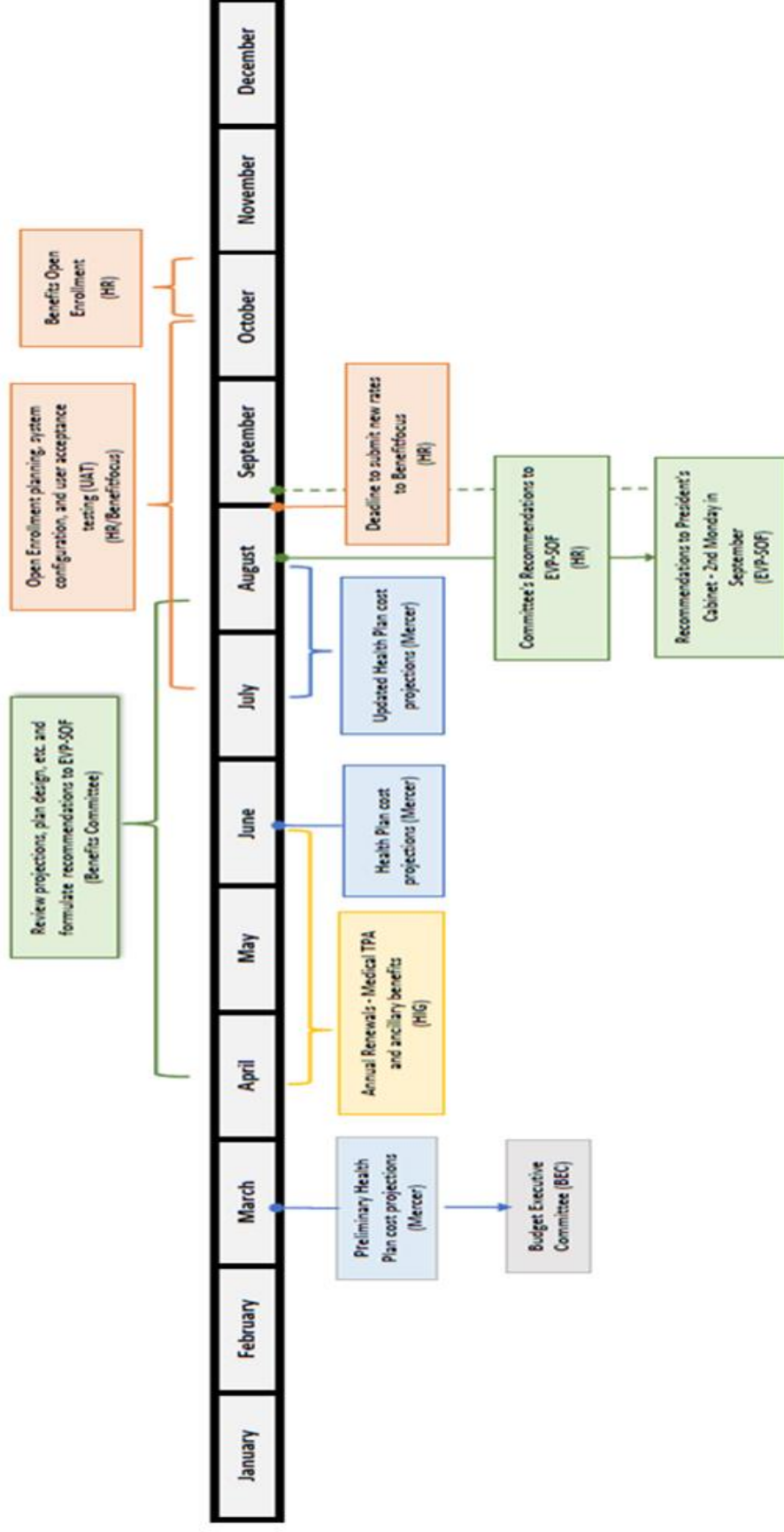
Question: It seems like in some areas it is easy to replace positions but not for maintenance. Why is it hard for maintenance to hire? Regent Brinkley: As a hiring official, If they are not hiring it is because they

do not want to. He walked through the options he has as a hiring official. If a position is empty it is the decision of the hiring official in your department.

Announcements & Notable Events:

- Next Staff Senate Meeting: 10 am May 1st, 2024

ANNUAL BENEFITS PROGRAM PLANNING TIMELINE





Monthly Meeting – May 1, 2024 (10:00 AM) Senate Chambers, DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=NZ2eC5fxjvI>

Call to Order: 10:00am CST

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

Approval of the Agenda: Approved by unanimous consent.

Approval of Prior Monthly Meeting Minutes: Approved by unanimous consent.

Christopher Ware Staff Star Awards

Linda Cantrell, Office Assistant, Housing & Residence Life

Jordan Myers, Specialist, Budget, KRS

Ashley Thompson, Specialist, The Learning Center

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**

The 2nd Quarterly Meeting of the Board of Regents is tomorrow at noon in the Regent's room.

ACADEMIC AFFAIRS

Action Items:

- AA-1 Approval of undergraduate certificate in Personal Branding
- AA-2 Approval of minor in Piano Pedagogy
- AA-3 Approval of minor in Commercial Music
- AA-4 Approval of undergraduate certificate in Sport Media and Communication
- AA-5 Approval of graduate certificate in School of Social Work
- AA-6 Approval of undergraduate certificate in Artificial Intelligence & Analytics
- AA-7 Approval of Emeritus appointment

Information Item:

- WKU Forensic Wins (Ganer Newman)

FINANCE AND BUDGET

Action Item:

- FB-1 Approval of personnel actions
- FB-2 Approval of 2023-2024 statement of revenue & expenditures

It seems to be in a good place right now where the goals of not overspending are within reach if we can finish strong. It is a good sign. The SOS staff have been monitoring it constantly. If the university when it presents the budget in June does not overstep the revenue potential. Common sources of revenue: Tuition increase can be increased 2 percent can be approved by CPE. Enrollment projections, increased state appropriations, and the last one would be how many students are getting the benefits of scholarships. The ideal for me would be if the university can balance the increase in revenue with what will probably be additional cost related to benefits.

Information Item:

- Third quarter financial statements
- FY 25 Budget Development Update

EXECUTIVE

Action Item:

EX-1 Approval of employment contract, General Counsel

EX-2 Approval of athletic employment contract, Head Coach, Men's Basketball

Information Item:

- Legislative Update (*Jennifer Breiwa Smith*)

Jennifer Hammonds will be taking over as Staff Regent in August. She has been getting up to speed since the election and has met with the Faculty Regent. They will work closely together. Jennifer will be outstanding in her role and as an advocate. The primary role of the Staff Regent is to be a fiduciary to make sure the University is not operating outside its means.

There are 27 faculty members that will come up for tenure and promotion.

- **Communications – Tanya Vincent**-No Report
- **Treasurer – Andria Henry**
Treasurer's Report
May 2024
AS OF 05/01/2024, FY24:
E&G Index – 100600
 - Starting Balance = \$3,668.00
 - Additions = \$0.00
 - Disbursements = \$0.00
 - Ending Balance = \$3,668.00WKUF Account (Staff Senate Excellence Fund) – 110860
 - Starting Balance = \$2,053.47
 - Additions = \$18.35
 - Disbursements = \$0.00
 - Ending Balance = \$2,071.82CHF Account (Book Scholarship) – 800139
 - Starting Balance = \$1,699.84
 - Additions = \$10.00
 - Disbursements = \$0.00
 - Ending Balance = \$1,709.84
- **Technology – Anthony Gilbert**-No Report
- **Secretary – Morgan Moran**-No Report
- **Vice-Chair – Gina Stoll**-No Report
- **Chair – Jordan Basham**

- The BEC made a salary pool recommendation to executive leadership and that was accepted.
- Special Election dates are still pending. An announcement will be send out soon along with the form to nominate yourself or someone else. The election will be in the month of May.
- The June 5th Staff Senate meeting will include our regular meeting, lunch, and a workshop. It is longer. There will be information on how Staff Senate works, time for questions, and officer elections.
- Monday, I met with the President. The conversation centered around the state budget and the BEC process.

Old Business-None

New Business-None

Public Comment-None

Announcements & Notable Events:

- Next Staff Senate Meeting: 10 am June 5th, 2024
- FY25 Staff Senate Workshop: Following June Meeting

Adjournment: 10:23am CST



Monthly Meeting – June 5, 2024 (10:00 AM) Senate Chambers, DSU 2081

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

Call to Order: 10:02am CST

Roll Call: 16 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

April McCauley, Academic Program Specialist

Laura Smith, Associate Director of Philanthropy and Alumni Engagement

Jesse Wilcut, Information Technology Consultant

Information Item #1: New Title IX Regulations and Training – Ena Demir

Ena Demir, Executive Director of the Office of Institutional Equity and the Title IX Coordinator, shared information about the New Title IX regulations that were released in April and will go into effect in August. The new regulations require mandatory training for each employee. This training will be held in August both online and in person. Emails will be coming soon.

Information Item #2: FLSA Update

FLSA Update: Michaela Daniel with Human Resources spoke about the Department of Labor's final ruling regarding the Fair Labor Standards Act. This act establishes overtime exemptions based on duties, salaries, etc. The minimum salary threshold starting July 1st will be changing to \$43,888. HR will be communicating with affected employees next week. Currently exempt employees that earn a salary below \$43,888 will be reclassified as non-exempt employees. Those employees will now be eligible for overtime and will be transitioned to a semi-monthly payroll and be required to keep a timesheet. Training for affected employees will be on Wednesday 6/26 at 10am on Zoom. Training for supervisors of affected employees will be on Thursday 6/27 at 10am on Zoom. Training will be uploaded to the HR website at wku.edu/hr. Approximately less than 146 employees will be affected by the change.

Pay Administration Guidelines: Now available on the HR website.

Includes:

- Managing salaries with a pay band.
- Job Changes and Corresponding Compensation
- Regulatory Information
- Employment Classifications
-

New Hire Orientation: Coming Soon!

The orientation will cover important information that new University staff need to know.

Including:

- Welcome Message and general overview of WKU
- Benefits and Retirement
- Time Keeping, Pay frequency, etc.
- Resources, How to stay connected, Q&A.

The training will be offered twice a month.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – David Brinkley**-No Report
- **Communications – Tanya Vincent**-No Report
- **Treasurer – Andria Henry**

Treasurer's Report

June 2024

AS OF 06/04/2024, FY24:

E&G Index – 100600

- Starting Balance = \$3,668.00
- Additions = \$0.00
- Disbursements = \$1,903.86
- Ending Balance = \$1,764.86

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,071.82
- Additions = \$18.35
- Disbursements = \$0.00
- Ending Balance = \$2,071.82

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,709.84
- Additions = \$10.00
- Disbursements = \$0.00
- Ending Balance = \$1,719.84

- **Technology – Anthony Gilbert**-No Report
- **Secretary – Morgan Moran**

The Parking and Transportation Advisory Committee met on April 21th.

The main information item from that meeting was that, due to a \$300,000 reallocation of the PTS budget, a decision was made at the administrative level to raise parking permit fees 10% for FY 2025. There have been no increases since 2019 (6 years).

- **Vice-Chair – Gina Stoll**

The Workforce committee will be meeting with HR to participate in a trial run of the New Hire Orientation.

- **Chair – Jordan Basham**

- BEC has their final information meeting yesterday for the budget that will be presented this Friday to the university. I encourage everyone to watch the Board of Regents on Friday and have conversations with leadership in your area about changes.
- Today we will have a workshop and elect new officers for FY 2025.

Old Business-None

New Business

Chair Basham made a motion to approve \$500.00 for lunch today. Seconded by senator Henry and passed unanimously.

Public Comment-None

Announcements & Notable Events:

- FY25 Staff Senate Workshop - Today
- Next Staff Senate Meeting: 10 am July 10th
- Note: President Caboni will attend our Sept. 3rd meeting



WKU STAFF SENATE

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

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

Call to Order: 10:00am CST

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

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

Christopher Ware Staff Star Awards

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

Janet Haynes, Administrative Coordinator, Department of History

Sabrina Pate, Office Coordinator, Campus Recreation & Wellness

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**

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

- **Communications – Deanna Jenkins**

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

- **Treasurer – Andria Henry**

Treasurer's Report

July 2024

AS OF 07/09/2024, FY25:

E&G Index – 100600

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

WKUF Account (Staff Senate Excellence Fund) – 1108600

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

CHF Account (Book Scholarship) – 800139

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

- **Technology – Jason Cansler**

- All senators should be on the Staff Senate email now. If you received an invite for this meeting you are on. If you did not, please let me know.

- **Secretary – Morgan Moran-No Report**

- **Parliamentarian- Jordan Ray-No Report**

- **Vice-Chair – Leslie Vanderpool**

- The workforce committee is responsible for the Mentor program. I encourage anybody that is out there to sign up to be a mentor if you have several years of experience at WKU. We are looking for somebody to be a resource for new WKU employees. To sign up, send Staff Senate an email and we will get you on a list.

- **Chair – Tanya Vincent**

- My first meeting with the President is August 28th. We can discuss any issues that I need to bring up to him at our next Senate meeting.
- President Caboni will be meeting with Staff Senate on Sept. 3rd. I will work with Deanna to send out a survey to Staff-All to get questions for him.
- Deanna did a great job revising our meeting announcement. We are trying to build brand awareness and make our communications more visually appealing for staff members. We would like to add more information in there soon. We are going to start highlighting two senate members each month. Please reach out with any ideas or if you have any upcoming events that we can share. This may also be a way to celebrate staff milestones.
- I reached out to Dr. Burch regarding the Staff Engagement survey. I would like to propose that we do the survey earlier so that we can act on the information in the spring. There are three open ended questions on the survey. Do we want to change or update any of the questions? I would like some input on what the three questions should be. Chair Basham will forward the questions to each Senator so that we can discuss next meeting.
- I was invited to meet with Dr. Trish Parish. She is the vice president for the Southern Association of Colleges and Schools Commission on Colleges. WKU is going through our accreditation process. Dr. Beth Laves has offered to meet with the Senate next month to discuss what the accreditation means to the university and how we can be a part of the process and promote this process.
- Standing Committees: members have been assigned and will be announced after the meeting.

Old Business-

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

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

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

New Business

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

Public Comment-None

Announcements & Notable Events:

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



WKU STAFF SENATE

Monthly Meeting – August 7, 2024 (10:00 AM) Board of Regents Room JRH 242

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

Call to Order: 10:01 CST

Roll Call: 21 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

Shannon Bridges, Office Coordinator, Communication Sciences & Disorders

Nina Marijanovic, Assistant Director, Enrollment and Brand Management, Mahurin Honors College

Selina Langford, Library Assistant, WKU Libraries

Guest Speaker:

- Dr. Beth Laves, Assistant Provost, Director for Accreditation and Academic Programs. Dr. Laves is the University's SACSCOC Liaison. Dr. Laves shared information about why accreditation is important and shared information about the upcoming reaffirmation of accreditation and timeline.
 - WKU must be accredited to receive federal financial funds that are distributed by the U.S. Department of Education. Federal Financial Aid is an example of these funds.
 - Accreditation also demonstrates the quality of our institution: academic, administration, and student support services are all assessed.
 - There are 72 standards that are connected to the accreditation process.
 - The process began in 2022 with an orientation meeting. There are eight writing teams putting together the report and providing supporting documents. The compliance report is due in September and will go to an offsite review committee. There will then be an on-site review committee visiting WKU in March and the SACSCOC Board votes on WKU's reaffirmation in December of 2025.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**
 - The Agenda for the Board of Regents Retreat and first Quarterly meeting has been posted.
- **Communications – Deanna Jenkins**
 - Senator Jenkins shared that Staff Senate received an email from Megan Oliver in DSU Operations. Megan met with Emily Ware Travis, Christopher Ware's Mother. Mrs. Travis wanted to share that Christopher's cousin Elijah is going to be attending WKU this year and she wanted to tell us how much it means to her to have the Christopher Ware Staff Star Award.
- **Treasurer – Andria Henry**
 - Treasurer's Report
August 2024
AS OF 08/06/2024, FY25:

E&G Index – 100600
 - Starting Balance = \$0.00
 - Additions = \$3,700.00 (FY25 Budget Allocation)
 - Disbursements = \$0.00

- Ending Balance = \$3,700.00

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,110.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,125.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,804.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,819.84

- **Technology – Jason Cansler:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool**
 - The workforce committee is asking for mentors from all areas to pair with new hires. All mentor/mentee pairings will receive a free meal to Fresh Food.
 - There are employees looking for campus-wide volunteer opportunities. Please email Staff Senate if you have an opportunity or want to be added to the list of volunteers.
- **Chair – Tanya Vincent**
 - Staff Senate will be sending out a call for questions for President Caboni on August 8th. He will be the Staff Senate guest speaker on September 3rd.
 - WKU HR Benefits committee would like to demo the Vitality updates to the Senate on August 14th.
 - The Benefits Committee met on July 17th to discuss the upcoming health plan program changes. Nothing has been finalized yet, but watch for emails. Open enrollment will be Oct. 14th-25th this year.
 - Please send your photo and bio for the website if you have not already. Two senators a month will be highlighted in our newsletter.
 - Senator Cansler has been appointed to the Campus Master Planning Committee.

Old Business

- Book Scholarship Updates
 - Chair Vincent asked Senator Henry for Updates. Senator Henry asked for 5 senators to volunteer for the scholarship selection committee. Please contact her if interested in serving. Senator Henry walked through the process a bit, as well.
- Staff Engagement Survey
 - Chair Vincent reported that the Qualtrics survey pick for the new question was “How do you feel the Staff Senate can better serve and represent WKU staff?”
 - The Survey should be open August 13th-August 31st.
- Staff Senate Open House
 - The Open House date will be September 17th from 2pm-4pm in 3002/3008 in the Commons.
 - Staff who have reach years of service milestones will be recognized during the Open House.
 - A Motion was made by Chair Vincent to use Senate funds to have the service certificates printed. That motion was seconded and passed unanimously.
 - Chair Vincent made a motion to approve up to \$250.00 to purchase food for the Open House. The motion was seconded and passed unanimously.
- Bylaws

- Please look at the Bylaws and send any suggested edits or changes to Parliamentarian Jordan Ray by mid-September.
- Five signatures are required to make changes to the bylaws. Senator Ray will prepare a proposal for the October meeting.

New Business

- Guest Speakers
 - Chair Vincent asked for suggestions for guest speakers. Guest speakers are an opportunity to have WKU groups educate staff members on their services or what they do on campus.
 - Senator Roberson suggested that Senator Kent present on Military Services that WKU provides to students. Dr. Martha Sales was also suggested as another guest who can share about student support services.
- Senator Roberson shared that staff members expressed to her a desire to have more than one free meal at Fresh Food. Senator Roberson will contact Robert Huffman to find out more about usage and cost and who covers the cost.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: Tuesday, Sept. 3
- Note: President Caboni will attend our Sept. 3 meeting

Adjournment: 11:01 CST



WKU STAFF SENATE

Monthly Meeting – September 3, 2024 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=-rxkQ7C4KmA>

Call to Order: 10:01am 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

Andrew Hartley, Coordinator, Special Programs and Study Abroad, Student Financial Assistance

E. Myo Zin, Academic Advisor, Mahurin Honors College

Ryan Wilson, Coordinator, Curriculum, Office of the Registrar

Guest Speaker:

- President Timothy C. Caboni shared remarks based on questions from staff submitted to Staff Senate in advance. Major topics included the budget, compensation, benefits, staffing and advancement opportunities, and morale. Please watch the recorded meeting for President Caboni's full remarks: <https://www.youtube.com/watch?v=-rxkQ7C4KmA>.
Highlights included:
 - A continued commitment for a 2% raise pool. Future raises may be performance-based, ranging from 1%-5%.
 - Budget overspend by certain units will be addressed, with those units required to rectify overages. Transparency and accountability will be enforced to maintain fiscal discipline.
 - Winter Break: Extra five days off during this year's winter break (Dec. 16–20).
 - Free Football Tickets: Efforts are underway to provide more free tickets, drinks, and snacks for faculty and staff at football games.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:** No Report

- **Communications – Deanna Jenkins:** No Report

- **Treasurer – Andria Henry**

- Treasurer's Report

- September 2024

- AS OF 08/30/2024, FY25:

- E&G Index – 100600

- Starting Balance = \$3,700.00
 - Additions = \$0.00
 - Disbursements = \$0.00
 - Ending Balance = \$3,700.00

- WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,125.12

- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,140.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,819.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,834.84

- **Technology –Temporarily Vacant**
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool**
 - The workforce committee is seeking mentors from all areas to pair with new hires. Please reach out to the Staff Senate if you would like to be a mentor.
- **Chair – Tanya Vincent**
 - Senator Jordan Ray has been appointed to the AVP and HR search committee.
 - The BEC held their first meeting on August 20th. This was an introductory meeting where the Chair went over the year in review. Bryson Davis, a staff representative, is the co-chair of the committee. The committee meets every other Tuesday. Chair Vincent and Herb Hess are the representatives from the Staff Senate.
 - The Benefits Committee met last week and sent recommendations to the executive committee regarding the 2025 insurance rates. No decisions have been made yet, but when a decision is made it will be communicated. Open enrollment is in October.
 - The Staff Leadership Institute applications are being accepted through Monday September 11. It is a great opportunity for staff members to learn about different areas of the university.
 - The Calendar Committee needs a representative. Secretary Moran shared that the Calendar Committee representative is Kent Johnson.
 - Chair Vincent met for the first time with President Caboni. During the meeting, they discussed Senate plans like the Senate Meet and Greet and the staff engagement survey.
 - The Senate received an email asking for information on who can serve as the Staff Regent. A committee will be formed to work on clarifying the requirements.
 - Chair Vincent asked Parliamentarian Jordan Ray if there have been any suggested changes to the Staff Senate bylaws. Please send any suggestions to Jordan so that we can discuss those.

Old Business

- The Staff Engagement Survey has been extended until September 6. There have been about 300 submissions so far. We hope to have 40-50% participation. Please encourage others to complete the survey.
- Staff Senate Meet and Greet will have Spencer's Coffee for attendees. More details coming soon. The Meet and Greet is September 17 from 2 p.m.-4 p.m. We will be recognizing years of service at 2:30 p.m.
- Senator Roberson updated the senate regarding staff meal swipes. She sent an email to Robert Huffman asking for information regarding the meal swipe usage. He forwarded it to one of his team and we are waiting for a response.

New Business

- Election of new Technology Officer: Chair Vincent nominated Kent Johnson for the Technology Officer. There were no other nominations. Kent Johnson is now the Technology Officer.

Public Comment: None**Announcements & Notable Events:**

- Staff Senate Fall Meet and Greet: September 17, 2:00 - 4:00 p.m.
- Next Staff Senate Meeting: October 2, 10:00 a.m.

Adjournment: 11:32 a.m. CST



WKU STAFF SENATE

Monthly Meeting – October 2, 2024 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=HA8a7yA57LM>

Call to Order: 10:01 AM CST

Roll Call: 12 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

Michael Hobbs, Mahurin Honors College

Roy Long, Environmental Health and Safety

Katie Muchmore, Office of Sponsored Programs

Guest Speaker:

- **Kent Johnson, Military Student Services Director**

Senator Johnson shared information about his office and the services they provide to students. The office supports military-connected students from initial inquiry through graduation, aiding with admissions, benefits, and support services. They serve approximately 1,200 military-connected students, including veterans, active duty, reservists, and military dependents. They give education benefits assistance including guidance on using GI Bill benefits, tuition assistance, and military tuition rates. Staff are encouraged to refer military-connected students to Military Student Services particularly with handling class withdrawals, drop dates, and degree planning. The office also participates in recruitment efforts by assisting in recruiting military students and navigating military-specific advertising rules.

- **Dr. Karl Laves, Associate Director - Counseling Center, Staff Ombudsperson:**

Dr. Laves joined the Staff Senate meeting via Zoom to talk about his role as the Staff Ombudsperson at the University. The Ombudsperson is a neutral, confidential support system for staff at WKU. He highlighted how the Ombudsperson position doesn't hold authority or advocate directly, but instead offers a safe, non-judgmental space to help individuals navigate workplace issues. This role, he shared, was created by a Staff Council (predecessor to Staff Senate) recommendation to ensure faculty and staff feel protected and heard without fear of repercussion or exposure.

Dr. Laves also spoke about staff mental health and work-life balance and resources available to staff like the Employee Assistance Program, which provides faculty and staff with access to local mental health professionals, and WKU Health Services for medication management.

With his upcoming retirement, Dr. Laves reflected on the future of the ombudsperson role, suggesting it might be an opportunity to consider how best to continue supporting faculty and staff in an evolving environment.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds:**

- There was a special called board meeting where the University's football complex was named in honor of Harold and Juanita Little, recognizing their years of support and generosity to the Athletics program.
 - The Board of Regents' next meeting is a committee meeting on October 18.
 - Regent Hammonds invites any staff members with questions or concerns to contact her.
- **Communications – Deanna Jenkins:** No Report
 - **Treasurer – Andria Henry**
Treasurer's Report

October 2024

AS OF 09/30/2024, FY25:

E&G Index – 100600
 - Starting Balance = \$3,700.00
 - Additions = \$0.00
 - Disbursements = \$167.71
 - Ending Balance = \$3,532.29
 WKUF Account (Staff Senate Excellence Fund) – 1108600
 - Starting Balance = \$2,140.12
 - Additions = \$15.00
 - Disbursements = \$0.00
 - Ending Balance = \$2,155.12
 CHF Account (Book Scholarship) – 800139
 - Starting Balance = \$1,834.84
 - Additions = \$15.00
 - Disbursements = \$0.00
 - Ending Balance = \$1,849.84
 - **Technology – Kent Johnson:** No Report
 - **Parliamentarian- Jordan Ray:** No Report (absent)
 - **Secretary – Morgan Moran**
 - Senator Moran provided an update on the September 13 Parking and Transportation Advisory Committee meeting. The meeting primarily focused on permit sales, revenue, and bus ridership statistics. The main update is a pilot program for digital parking permits. The new system uses license plate recognition technology. This initiative aims to replace traditional hang tags, allowing permits to be verified through license plates instead. Parking and Transportation is seeking participation from staff, particularly those with FS1 and FS2 permits, to test the new system. Anyone interested in joining the pilot or with questions, please contact Parking and Transportation at transportation@wku.edu.
 - **Vice-Chair – Leslie Vanderpool**
 - The Workforce Committee continues to seek mentors and mentees for their mentorship program. If you're new to campus and would like guidance from someone with WKU experience, or if you're a seasoned employee willing to share your knowledge with new staff, please reach out to the committee. They're actively working to connect new employees with experienced mentors for support and knowledge-sharing.

- **Chair – Tanya Vincent:** No Report (absent)

Old Business

- The Staff Senate recently hosted its first meet-and-greet event for WKU staff on September 17, recognizing staff for their years of service. The turnout was strong, and there was a great show of support and appreciation for staff members' dedication to WKU.
- The Staff Engagement Survey results are expected to be finalized and available soon.

New Business

- Senate Spring Meet and Greet potential dates: The senate discussed dates and locations for the Staff Senate Spring Meet and Greet. March 11 from 10 AM-11:30 AM was agreed upon for the next Meet and Greet. Senator Henry is checking to see if Nite Class at DSU is available for that date and time.

Public Comment: None

Announcements & Notable Events:

- Open enrollment for 2025 Benefits is Oct. 14 to Oct. 25, 2024.
- Next Staff Senate Meeting: Nov. 6, 2024, 10:00 AM.

Adjournment: 11:05 AM CST



WKU STAFF SENATE

Monthly Meeting – November 6, 2024 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=KTyNVg0ErIE>

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

Brian Ahern, [Advising and Career Development Center](#)
Abby Whitaker, [Philanthropy and Alumni Engagement](#)

Guest Speakers:

- **Dr. Martha Sales, Vice President of Student Experience and Dean of Students**

Dr. Martha Sales shared information about her role as Vice President of Student Experience and Dean of Students. The Dean of Students serves as an advocate for students, helping them navigate the complexities of higher education at WKU. This includes educating students on university systems, resources, and communication processes, as many students may not be familiar with these aspects upon their arrival. The Dean of Students office empowers students, encouraging them to trust themselves and ask questions without fear of judgement. The office also provides support for students by connecting them to appropriate campus and community resources. She encouraged staff to help support students by being aware of what is going on with students and referring students to her office for assistance. Faculty and staff can also support students by being familiar with available resources and volunteering.

- **Cierra Waller and April McCauley, Student Success and First Gen Advocates**

Cierra Waller and April McCauley spoke about WKU's F1rst Gen initiative. First-gen students at WKU are defined as those whose parents did not graduate from a traditional four-year college. Over 4,000 first-year students are on campus, making up around one-third of the student body. They aim to support first-gen students and raise awareness about the unique challenges they face. The initiative aims to support them in navigating college life, focusing on their strengths rather than deficiencies.

The F1rst Gen at WKU initiative includes various programs to help first-gen students. The Make It Count program has workshops on various topics including professionalism, social skills, and self-advocacy. There are also mentorship programs, an academy for sophomore students (F1rst 2 the Hill Academy), and a free summer camp for high school students considering college. Other resources include a F1rst Gen Living Learning Community and a team of ambassadors who help spread the word about F1rst Gen and plan events.

To stay up-to-date on all F1rst Gen initiatives and events, visit the WKU F1rst Gen website at <https://www.wku.edu/firstgen/>.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**

There was a Committee Meeting on October 18th. Everything discussed in the committee meeting will be included in the Quarterly meeting in December.

Academic Affairs

- Six emeriti appointments were approved.
- Department Name Change:
 - Sociology, Folk Studies, and Anthropology merged to form the **Department of Society, Culture, Crime, and Justice Studies**.
 - The name change and restructuring were implemented earlier this year and are reflected in the 2024–2025 academic catalog.

Finance Committee

- **Auditor's Report:** No significant findings were reported.
- **Line of Credit:**
 - Approval to maintain a line of credit as a precautionary measure.
 - Noted the benefit of having a line of credit in place even if unused.

Personnel Actions

- No significant personnel updates were discussed.

Bylaws Update

- Proposal to rename the "Finance Committee" to the **Finance, Budget, and Audit Committee** to reflect its broader scope.
- Final approval pending at the December meeting.

- **Communications – Deanna Jenkins:** No Report

- **Treasurer – Andria Henry**

Treasurer's Report

November 2024

AS OF 11/6/2024, FY25:

E&G Index – 100600

- Starting Balance = \$3,532.29
- Additions = \$0.00
- Disbursements = \$39.05
- Ending Balance = \$3,493.24

WKUF Account (Staff Senate Excellence Fund) – 1108600

- Starting Balance = \$2,155.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,170.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,849.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,864.84

- **Technology – Kent Johnson:** No Report

- **Parliamentarian – Jordan Ray:** No Report

- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool:** No Report
- **Chair – Tanya Vincent**
 - Meeting with President Caboni:
 - Chair Vincent voiced our concern that a 2% pool does not seem like enough to include merit raises. The President confirmed his belief that the current 2% is enough to administer merit raises. They discussed the importance of supervisor training to effectively implement merit raises.
 - Federal Wage Increase: Preparations are underway for the federal wage increase expected in January. Adjustments may include overtime or altered schedules, with HR and departments actively addressing the change.
 - Health Insurance: Chair Vincent shared concerns about the recent 22% increase in health insurance premiums, which poses a significant burden. The university covers 83% of health insurance costs, leaving 17% for employees. The President plans to task the Benefits Committee with exploring cost-saving measures for future years to mitigate further premium increases.
 - VSIP (Voluntary Separation Incentive Program): The President did not have updates on the number of participants or specific names yet. Susan Howarth shared that a campus-wide communication regarding the VSIP will be released later today.
 - Budget Executive Committee:
 - Each college is currently presenting last year's budget spending and plans for the upcoming budget cycle.
 - The BEC proposed a **2% across-the-board raise** for employees. This proposal was accepted and will take effect on **January 1st**.
 - Staff Ombudsperson
 - Dr. Laves is retiring at the end of the year. Staff do not have a formal policy or process to appoint a new ombudsperson. Chair Vincent has reached out to HR for guidance but there has been no response yet. She proposed creating a subcommittee to propose a policy to HR so that we can get an Ombudsperson in place. If interested in serving on the committee, please reach out to Chair Vincent.
 - Bereavement Policy: A staff member reached out wanting to increase the days off for a death in the family to 5 days. After some discussion, Chair Vincent will look at benchmark institutions and see what bereavement policies they have in place and revisit the conversation.

Old Business

- Spring Meet and Greet: The Garage has a \$40 fee. Chair Vincent made a motion that Staff Senate use \$300 for the Spring Meet and Greet to pay the space fee and buy food. The motion was seconded and passed unanimously.
- Bylaws Update: Senator Ray sent an email with the Bylaw updates. Five senators must cosign the amendment petition and then it will go up for voting at the next meeting. Senator Jenkins will send it out to Senators for signature.

New Business

- December Workshop: The Staff Engagement Survey findings will be discussed after the December meeting.
- Holiday Lunch at Fresh Food: Chair Vincent will send an email to find a good date to meet for a meal. Interested Senators can participate in an ornament exchange.

Public Comment: None

Announcements & Notable Events:

- Next Staff Senate Meeting: December 4, 2024, 10:00 am

Adjournment: 11:27 AM CST



WKU STAFF SENATE

Monthly Meeting – December 4th, 2024 (10:00 AM) DSU 2081

View Full Meeting: <https://www.youtube.com/watch?v=IfmsW61qLoU>

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

Spencer Anderson, Mahurin Honors College

Jim Clark, University Athletics

Catherine LaRoche, Housing and Residence Life

Guest Speakers:

- **Dr. Marko Dumančić, Assistant Provost, Faculty Development and Student Success**
Bruce J. Weisman, Director, Internal Auditor

Dr. Dumančić shared the results of a recent AI staff survey. The survey's purpose was to understand staff attitudes towards AI integration at WKU. There were 221 total respondents. The survey shows that there is strong interest in learning how to integrate AI to enhance workflows. The results indicated that main barriers to AI adoption include privacy concerns, lack of knowledge, and lack of access.

Mr. Weisman demonstrated several AI products: Microsoft Copilot, ChatGPT, and Perplexity.ai. The demo compared how different AI chat engines answer the same question. The demonstration highlighted that how you ask the question is important. Follow-up questions are often needed to get the exact information you need.

Dr. Dumančić and Mr. Weisman have a workshop in early January if anyone is interested in learning more. WKU Development Day will also have sessions about AI.

Officer, Committee, and Staff Regent Reports

- **Staff Regent – Jennifer Hammonds**

The Board of Regents will meet tomorrow at 1 PM. There will be a first quarter financial update.

- **Communications – Deanna Jenkins:** No Report
- **Treasurer – Andria Henry**

Treasurer's Report

December 2024

AS OF 12/3/2024, 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 = \$2,170.12
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$2,185.12

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,864.84
- Additions = \$15.00
- Disbursements = \$0.00
- Ending Balance = \$1,879.84

- **Technology – Kent Johnson:** No Report
- **Parliamentarian – Jordan Ray:** No Report
- **Secretary – Morgan Moran:** No Report
- **Vice-Chair – Leslie Vanderpool:** No Report
- **Chair – Tanya Vincent**
 - o Meeting with President Caboni:
 - Chair Vincent will meet with the President tomorrow.
 - o Budget Executive Committee:
 - The BEC meets bi-weekly. They continue to listen to divisional unit reviews.
 - Renaldo gave his early indications for the FY26 budget. These are preliminary numbers. The full report will be ready in January or February.

Old Business

- Bylaws Update: Senator Jenkins has sent out the amendments to be signed. The update will be on the agenda for January.
- Staff Senate Engagement Survey: Chair Vincent emailed the results to the campus community last month. The Survey will be on the website in the next week. There were 336 responses. That is average compared to past years.

New Business

- Benefits Committee: Staff Senate has three representatives on the Benefits Committee. Chair Vincent's term ends on December 31st. Senator Ben Spitler will begin a 4-year term on the Benefits Committee in January. Jordan Basham and Anthony Gilbert are the other Staff Senate representatives.
- President Caboni announced two free tickets and two free vouchers for one free beverage and one free food item for the first 250 faculty and staff for both the Men's Basketball game on 12/21 and Women's Basketball game on 2/27.

Public Comment:

- Recognition Ceremonies are on Friday; Congratulations to the graduates.
- WKU Volleyball, Football, and Basketball all have games this week.

Announcements & Notable Events:

- Next Staff Senate Meeting: January 8th, 2025, 10:00 am

Adjournment: 10:54 AM CST