Eastern Kentucky University
Staff Council
Meeting for October 16, 2014
Whitlock 549

Members Present: Banks, Leah; Cole, Tammy; Cotton, Ann; Evans, Jennifer; King, Stephanie; Makinen, Bryan; Ott, Jennifer; Spease, Julie; Templin, Kalie

Members Absent: Bailey, Erin; McHone, Dixie; McKnight, Jennifer; Simpson, Debbie; Sparks, Tosha

Guests Present: Alexander, Martha, EEO Investigator; Ballard, Beth, Director of Internal Audits; Roan, Matt, Special Assistant to the President; Zeigler, Sara, Dean of University Programs and Title IX Coordinator

Call to Order: Staff Councils’ Chair Banks called the meeting to order at 1:05 p.m.

Introduction of Guests: Chair Banks introduced our guests and requested that we go around the room and tell who we are, and if on Staff Council what area(s) we represent.

Review of Policies: At this time Chair Banks turned over the floor to Ms. Ballard and Mr. Roan, to explain EKU’s University Compliance Policy and Non-Retaliation Policy which are in draft format. These were drafted by the Colonels Comply Steering Committee for the purpose of providing a mechanism to report possible non-compliance with Laws and Regulations in the EKU community. Ms. Ballard and Mr. Roan stated it is important the two University Policy’s always be used together; “they must go hand-in-hand”. They additionally stated that the intent of the Policies were to have a timely disclosure process for anyone wanting to report that someone is/has been non-compliant with any laws and/or EKU regulations, and additionally to have the non-compliant issue addressed in a quick and efficient manner. On the reporting side of the policies, there will be three ways to report someone that is non-compliant. The first way is individuals can go to the Administrative Office that would deal with the law or regulation violation, or the second is they can file an anonymous report by accessing the Ethics and Compliance Web Hotline, or by the third which is reporting through the Ethics and Compliance Phone Hotline. At this time the website portal is the only anonymous way to report, but after January 2015 the Ethics and Compliance Hot-line will be available both by web and phone. Ms. Ballard stated everything is confidential, and the hot-line is monitored by professional individuals trained for this type of reporting. Once something is reported (example: grievance, student being non-compliant; alcohol or drug involvement, etc.), the Chief Ethics and Compliance Officer will address, forward the report to the acting and investigative office responsible for this issue at hand, (example: EEOC, Ethics and Compliance, Human Resources, EKU Police, etc.). The reporting person will be given a code that they can anonymously call back into, and they will receive ongoing information regarding what is taking place with their report. It is noted in the Reporting Policy that the University will make all efforts to keep the reporting individual anonymous, but in some circumstances the University will be required to act according to the limitations of the law.

The draft Non-Retaliation Policy was explained by Ms. Ballard and Mr. Roan as the more important of the two policies. Without this Policy, you may not have anyone that would file a non-compliant report for fear of being retaliated against. The Non-Retaliation Policy does just that. It keeps someone from being retaliated against for doing what they are required to do which is to report someone or something that is not following the laws or regulations, as they apply to Eastern Kentucky University.

With the University Compliance Policy and Non-Retaliation Policy fully addressed, Chair Banks turned the floor over to Dr. Sara Zeigler who discussed the Interim Non-Discrimination and Harassment Policy, and the Non-Discrimination and Harassment Response Regulation. The Policy itself addresses the meaning of discrimination and harassment as it pertains to the federal and state civil rights laws. It outlines how to report a claim of discrimination and harassment, and
additionally gives the University’s report process and guidelines. This Policy also has a non-retaliation proponent outlined. Dr. Zeigler also addressed the Non-Discrimination and Harassment Response Regulation. This interim regulation on discrimination and harassment, was created to outline the response procedure for violators and violations; so as with the University Compliance Policy and Non-Retaliation Policy, these two Policy’s also go hand in hand. The Policy on Response Regulation, addresses the offices or individuals involved in the reporting process, must be prompt in responding to all affected entities. It is the intention for all complaints/reports to be on a sixty day turn-around timeline; received, addressed or investigated, answered with a solution. Depending on the severity of the complaint, whether it is harassment in nature or discriminatory, etc., the route or guidelines will be determined and followed for resolution as outlined. The final outcome may go through a Committee, the Chief Ethics and Compliance Officer, the President, or may finally even reach a Committee within the Board of Regents. It is also very important for the individual making the complaint to not have to tell the story over and over again. On pages 12, 13 and 14, of the Non-Discrimination and Harassment Response Regulation, it outlines who and what processes take place to make a final decision or judgment call. With this Policy there is an appeal process of the person(s) that do not feel the complaint was handled in a fair and just way, but the appellant (accuser), or the individual accused, must have certain reasons/grounds for appealing the outcome, and if the reasons for appeal stand, it will go to the President for a decision. Dr. Zeigler suggested that each one of us look at these policies while in the interim process, to make sure you understand what is being said, and how to respond if someone comes to you with a complaint. She also stated that EKU students will be required to do the Non-Discrimination and Harassment training again this spring semester, but the employees will not have to take the training until notified.

A thank you was given to all the presenters of these important policies, and they were excused from the meeting.

Approval of Minutes: Minutes of the September 9, 2014 Staff Council meeting were approved via email.

Treasurer Report: Chair Banks stated, due to Secretary/Treasurer Sparks being absent, Staff Council presently has $30,833.77 in the budget, but this does not include payments for the staff event with speaker Merril Hoge.

Chair Banks tabled the agenda, turning the meeting over to Staff Regent Makinen since he had to leave to attend another meeting.

Staff Regent Report: Regent Makinen reported that the Board of Regents would be meeting October 20th at the Hazard Community and Technical College in Hazard, Kentucky. Regent Makinen is now serving on the Internal Affairs Committee for the Board. Regent Makinen discussed the new signage going up on the outside entrance doors around campus showing what CSEPP (Chemical Stockpile Emergency Preparedness Program) zone you are in at that time (what zone that particular building is in). This is tagging onto a city and county wide signage campaign “Do You Know Your Zone” initiated through CSEPP. Environmental Health and Safety will be putting signs on all the building doors for identification. He also stated that the “Enhanced Shelter in Place” buildings are: Alumni Coliseum, Combs Classroom Building, Model Gymnasium, Perkins Building, Thompson Residence Hall, University Building, and the Whitlock Building. He also touched on the Pandemic Committee, stating they were going to be meeting in the next few days to discuss the various illnesses that are a threat to any population.

Staff Council Chair Report: Chair Banks discussed the exciting times ahead for the Inauguration events taking place starting with the Day of Service hosted by Staff Council. She stated that the Council would be busy attending various events, and expressed her thoughts on making attendance a priority.

Additionally discussed was the staff t-shirts for the Day of Service hosted by Staff Council. The t-shirts have been ordered (500 in total), and are ready to be picked up. The Day of Service events were discussed. It was planned that Staff Council would all meet at Keen Johnson for the Day of Service, hand out t-shirts to those that signed up, point them in the right direction for their project, and offer rides by golf-cart if needed. The rest of the Inauguration week of events was
discussed, and Chair Banks encouraged everyone to go to as many as they could attend. Ms. King made a schedule of events for the Inauguration week and will send it for Staff Council to mark on their calendars, and additionally we can then email our constituents to make sure everyone knows the many events that are taking place, along with times, etc.

Next, Chair Banks discussed the decision by the Elections and Credential Committee that the number of Staff Council representatives would remain the same. After viewing the University organizational changes made by President Benson, it was decided that we still had enough representation with the current number of Staff Council members, to cover the needs of the University, and that no additional members would be added at this time.

Chair Banks next discussed the Staff Council Holiday and Award Luncheon that normally takes place in December of every year. The Staff Recognition and Professional Development Committee will work on those arrangements.

The Staff Council Committee Reports were next on the Agenda.

- **Communications Committee** – reported - discussed the Inauguration emails regarding Service Project, discussed the link to Merril Hoge once available.
- **Issues and Benefits Committee** – no report.
- **Elections and Credentials** – reported – Staff Regent Elections will be conducted on June 30, 2015. Additionally, elections will be taking place the end of November/first of December for Staff Council representatives. The Elections and Credentials Committee is looking at representation areas to see what areas are up for re-election. Meetings and election information will be forthcoming.
- **Staff Recognition and Professional Development** – no report – but there will be a meeting November 5th to discuss the Staff Council holiday/award luncheon.

The University Committees where Staff Council has representation were addressed next.

- Ms. King stated that the **Parking and Advisory Committee** had not met – No report.
- Chair Banks announced that the **Tobacco Free Task Force** was having a meeting later this same day. She will report the outcome at the next Staff Council meeting.
- Chair Banks announced that the **Strategic Planning Steering Committee** had not met but was going to be meeting with various University groups to look at, and discuss, changes to the “Make No Little Plans: The Vision for 2020, Pride in Performance”. The date for the Staff Input Team is October 23rd. More information will be sent before the actual meeting.
- Regent Makinen, in Ms. McKnight’s absence reported that the **University Benefits Committee** had not met.

**Old Business:** The first thing discussed for Old Business was a debriefing of the Merril Hoge event that took place on September 24, 2014. Everyone agreed that we did not have enough marketing and advertising. VP Casen has offered to help in the future with marketing Staff Council’s employee events. Chair Banks and Ms. Speace also discussed after the trouble-shooting is done, there will be a link to the Merril Hoge event that will be password protected, so that EKU staff can view his speech in its entirety. This was such a motivating and personal speech, we hope all employees have a chance to participate by viewing. We will have forthcoming information on the link.

There was not any New Business discussed.

The meeting adjourned at 3:24 p.m.

Respectfully submitted,

Ann Cotton